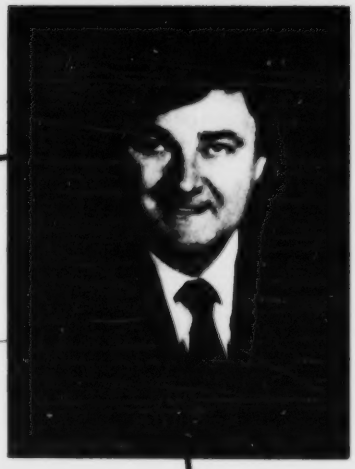
Programs and Services for Business Development in Nova Scotia

Nova Scotia

Department of Development

Hon. Roland J. Thornhill, Minister

MINISTER'S LETTER



Nova Scotia

Department of Development

Office of the Minister

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June 1, 1987

I am very pleased to introduce the updated and revised edition of our publication **Programs and Services for Business Development in Nova Scotia.**

Many small businesses (and indeed, large ones too) need advice from time to time. Whether at the start-up phase or even after many years of experience, an operator may need financial or advisory assistance.

Programs and Services for Business Development in Nova Scotia lists those programs and services most likely to fulfill the needs of Nova Scotia business people. This booklet presents all the programs and services offered by the provincial government and also gives a selected list of federal assistance.

Programs and Services for Business Development in Nova Scotia has been designed to complement **Establishing a Business in Nova Scotia,** and is an overview of management decision-making, a "what to do" before any investment of time or money is made.

The Department of Development firmly supports and encourages the entrepreneurial spirit of the Nova Scotia business community as the backbone of our economy.

I encourage those who find this book useful to also take advantage of the support services offered by the Nova Scotia Department of Development.

Yours very truly,

Roland Thornhill

Roland J. Thornhill
Minister

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INTRODUCTION: HOW TO USE THIS BOOK

In this edition of Programs and Services for Business Development in Nova Scotia, the Nova Scotia Department of Development has attempted to list the programs and services most likely to be useful to businesses in Nova Scotia, no matter what agency sponsors them.

Although all relevant provincial programs and services are listed in full, it has been necessary to list most federal programs and services in condensed, glossary form. However, more detailed information on the programs, services and agencies of the federal government is available in the Federal Business Development Bank publication, ABC: Assistance to Business in Canada, or from the federal government's Business Information Centre, Zenith 0-3200.

This book is divided into the following parts:

Chapter 1 lists the divisions of the Nova Scotia Department of Development and the various programs and services they offer to the Nova Scotia business community.

Chapter 2 lists all other Nova Scotia government departments and the programs and services they offer to business.

Chapter 3 lists selected federal programs and services concerned with business development in Nova Scotia.

Chapter 4 is a glossary of all other federal programs not found in Chapter 3.

Chapter 5 lists transportation agencies and services concerning the business community.

A subject reference index provides a classified listing of programs and services.

The following publications of the Nova Scotia Department of Development may also be of assistance to business people:

Nova Scotia Directory of Manufacturers
Lists all manufacturers in the province by company name, cross-referenced by location and product.

Ocean Industry Directory
Lists all Nova Scotia manufacturers and service companies involved in ocean-related activity.

Establishing a Business in Nova Scotia

A handbook of interest to beginners and experienced business people alike, this publication contains sources of advice; capital, tax and regulation information; check-lists for establishing and financing a business; and an overview of franchising.

Nova Scotia Benefits from Offshore Oil and Gas

A guide to who's who in the Nova Scotia offshore development business. Includes lists of products and services required by major companies at work in the offshore.

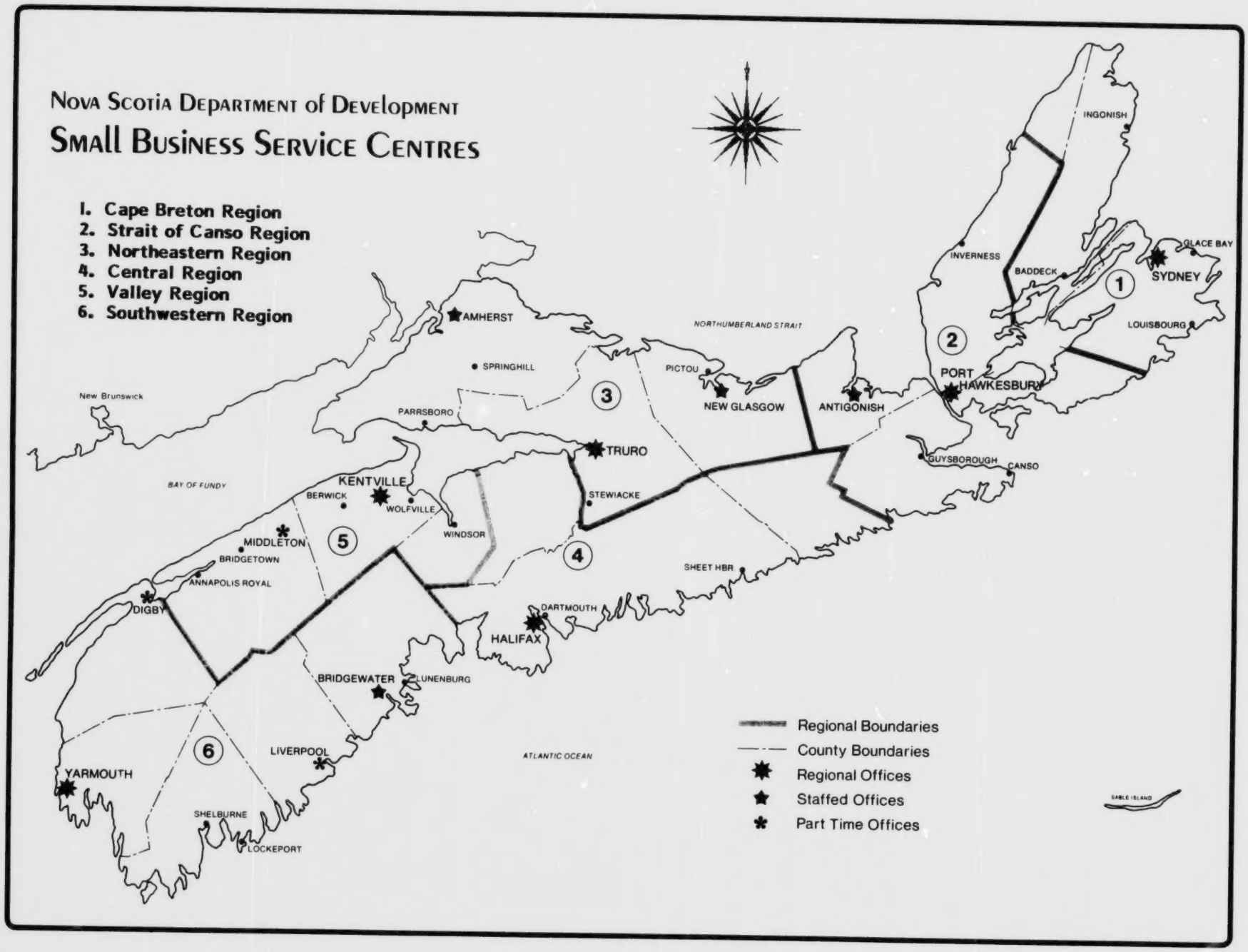
All these publications are available from:

Nova Scotia Bookstore
1597 Hollis Street
(P.O. Box 637)
Halifax, Nova Scotia
B3J 2T3

or the Small Business Service Centres of the Nova Scotia Department of Development. (Refer to pages xv and xvi for a listing and map of the Small Business Service Centres.)

NOVA SCOTIA DEPARTMENT OF DEVELOPMENT SMALL BUSINESS SERVICE CENTRES

Offices	Position	Telephone	Location
HEAD OFFICE/ HALIFAX	Director	424-4243	World Trade and Convention Centre 1800 Argyle Street P.O. Box 519 Halifax, N.S. B3J 2R7
CENTRAL	General Manager District Manager District Manager	424-5690 424-6767 424-5689	World Trade and Convention Centre 1800 Argyle Street P.O. Box 519 Halifax, N.S. B3J 2R7
CAPE BRETON	General Manager District Manager	539-4768 564-8241	LHC Building 295 Charlotte Street Sydney, N.S. B1P 1C6
STRAIT OF CANSO	General Manager	625-3200	Professional Building Church Street Port Hawkesbury, N.S. B0E 2V0
NORTH EASTERN	General Manager District Manager	662-3339 662-3339	Administration Building Debert Air Industrial Park P.O. Box 100 Debert, N.S. B0M 1G0
	District Manager	752-1011	56 Provost Street New Glasgow, N.S. B2H 2P4
	District Manager	667-3223	P.O. Box 458 Amherst Industrial Park Amherst, N.S. B4H 4A1
SOUTH WESTERN	District Manager	543-9121	Provincial Building 99 High Street Bridgewater, N.S. B4V 1V8
	General Manager	742-8404	Provincial Building 10 Starrs Road Yarmouth, N.S. B5A 2T1
VALLEY	General Manager	678-3386	Annapolis Valley Industrial Mall, P.O. Box 524 Kentville, N.S. B4N 3X3
	District Manager	825-4545	131 Commercial Street P.O. Box 39 Middleton, N.S. B0S 1P0


Nova Scotia Department of Development
Small Business Service Centres
1. Cape Breton Region
2. Strait of Canso Region
3. Northeastern Region
4. Central Region
5. Valley Region
6. Southwestern Region
AMHERST
SPRINGHILL
PARRSBORO
TRURO
NORTHUMBERLAND STRAIT
PICTOU
NEW GLASGOW
ANTIGONISH
PORT HAWKESBURY
INVERNESS
BADDECK
INGONISH
GLACE BAY
SYDNEY
LOUISBOURG
GUYSBOROUGH
CANSO
STEWIACKE
SHEET HBR
DARTMOUTH
HALIFAX
KENTVILLE
BERWICK
WOLFVILLE
WINDSOR
MIDDLETON
BRIDGETOWN
ANNAPOLIS ROYAL
DIGBY
BAY OF FUNDY
New Brunswick
BRIDGEWATER
LUNENBURG
LIVERPOOL
YARMOUTH
SHELBURNE
LOCKEPORT
ATLANTIC OCEAN
SABLE ISLAND
Regional Boundaries
County Boundaries
Regional Offices
Staffed Offices
Part Time Offices

CHAPTER 1

PROGRAMS AND SERVICES OF THE NOVA SCOTIA DEPARTMENT OF DEVELOPMENT

Nova Scotia Department of Development
World Trade and Convention Centre
P.O. Box 519
Halifax, Nova Scotia
B3J 2R7
424-8920

The Department of Development is concerned with the overall economic climate of Nova Scotia. Its mandate is to stimulate economic growth and development in the province. More specifically, its objectives are to expand and strengthen existing enterprises and establish new ones in Nova Scotia; to foster a positive image of the province as a place to invest, work and live; and to strengthen the capital, technological, infrastructure and human-resource bases for future development. The department operates through four divisions -- Business and Technical Services, Finance and Administration, Industrial Development, and Policy and Planning -- to administer a number of provincially funded programs.

BUSINESS AND TECHNICAL SERVICES DIVISION

The Business and Technical Services division is responsible for administering a variety of programs designed to assist small business in the province, coordinating work of 11 regional and district field offices, and offering management and technical services.

Business Advisory Services

The Business Advisory Services branch provides financial, general management, and marketing assistance to help businesses obtain new (or retain existing) financing by putting together viable investment proposals. The branch provides analytical services to the department by reviewing applications for grants and appraising feasibility studies. It recommends action to be taken in response to major salvage/rescue operations. The branch provides specialist advice on the selection of external specialized consultants, and serves on special internal and external committees.

Entrepreneur Development

Staff provides qualified advice and assistance to individuals wishing to become small business owner/operators. Additionally, existing owner/operators will be assisted in the strengthening of their companies and of their business management skills.

Ocean Industries Innovation Centre

This centre was set up under a General Development Agreement between the federal and provincial governments to help small businesses establish or expand in innovative directions that relate to ocean industries other than mineral exploration/extraction, fishing, primary fish processing and boat/ship building. It provides assistance in the form of advice, problem-solving, and financial or other support. Such assistance may be directed towards technology enhancement, management development, market analysis, product development, joint-venture negotiations, business planning and other activities approved on a project-by-project basis.

Any entrepreneur or small business manager with an innovative product or service that relates to ocean industries may apply for assistance in any area other than capital costs or equity. Qualified individuals should contact their local Department of Development representative for advice on how to proceed before initiating the project. Once approval has been given, Centre staff will be assigned to the project on an as-required basis. Where the support required includes financial assistance, a letter of commitment is issued. Level of financing is determined according to the nature of the project but will rarely be more than 75%.

The Ocean Industries Innovation Centre is responsible for the Municipal Taxation Assistance Program.

Municipal Taxation Assistance Program

New or expanding ocean industry firms may, on terms and conditions to be determined by the provincial representative, be reimbursed for municipal taxes paid during the first four years of operation as follows:

- during the first two years of operation, by an amount equal to 75% of municipal taxes paid;

- during the third year of operation, by an amount equal to 50% of municipal taxes paid; and

- during the fourth year of operation, by an amount equal to 25% of municipal taxes paid.

Small Business Service Centres

The Small Business Service Centres are the first point of contact between the private sector and the Department of Development. They provide a professional counselling service to members of the business community and act as a delivery mechanism for departmental and other government programs and services.

There are six Small Business Service Centres throughout Nova Scotia. Please refer to pages xv and xvi for a list and map of the Service Centres.

The Small Business Service Centres branch administers seven Department of Development programs: the Black Business Opportunity Program, the Consulting Assistance Program, the Rural Industry Program, the Industrial Commission Support Program, the Industrial Mall Municipal Tax Rebate Program, the Disabled Entrepreneurs Assistance Program and the Women's Entrepreneurial Development Program.

Black Business Opportunity Program (BBOP)

This program was established as a stimulus to create and maintain jobs in black businesses, and to bring members of the black business community into the mainstream of economic activity in Nova Scotia.

The program has two objectives:

- To assist in the establishment, expansion or modernization of any commercial operation engaged in the utilization of primary resources, manufacturing, processing or the provision of services;

- To provide training for black business people or their key staff where necessary for successful business operations.

The Nova Scotia Department of Development will participate with the firm by contributing a grant of 50% of costs up to a maximum of $10,000. The minimum

owner's equity contribution must be at least 20% of the total value of the business assets, including the new project.

Under the business education component of BBOP, the Department will consider 100% grant coverage of eligible tuition, travel and book purchases. The maximum business education grant per company is $500.

Consulting Assistance Program (CAP)

The Consulting Assistance Program helps small businesses receive professional advice -- available through management consultants, accountants and experienced business people -- to deal with specific, non-recurring problems. It does this by providing partial funding for the retention of qualified advisors to conduct market or feasibility studies, to assist in developing a business plan or solving a technical problem, etc.

Eligibility

Eligible firms are new and existing Nova Scotia firms employing up to 50 people; those engaged in the production of goods, construction, business services or tourism-oriented activities; and those faced with unfavourable situations which could be improved by competent consultant advice. Other firms may be considered where justified by economic impact.

Type of Assistance

Up to 75% of study fees, to a maximum government contribution of $2,000, is provided. Applications are approved on the basis of individual merit and potential benefit. It is anticipated that studies will include advice on marketing or production problems, and assistance with applications for loans or equity.

Rural Industry Program (RIP)

The Rural Industry Program is a provincially funded grant incentive program which assists in the development of small business in rural Nova Scotia. The program provides grants primarily to the secondary manufacturing and processing sector and, to a lesser degree, to selected service industries.

NOTE: The Rural Industry Program can only cost-share those eligible assets purchased after an application is approved.

The RIP grant covers up to 50% of a project's eligible capital cost, to a maximum grant of $10,000.

Eligibility

The program is available to individual companies or cooperatives operating in Nova Scotia whose business activities will provide employment opportunities for rural Nova Scotians. To be eligible, businesses must be involved in processing, manufacturing or a selected service industry. Selected service industries include: machine shops, job printing, commercial saw sharpening, electric motor rewinding, packaging and assembly operations, ready mix concrete, electroplating, bookbinding, engine rebuilding, asphalt manufacturing, and retail outlets directly associated with new processing and/or manufacturing operations.

Companies must meet the Nova Scotia Department of Development's criteria, which include commercial viability, a demonstrated need for the grant, market demand for the product, and employment creation. The project must not be eligible for capital grants from other government programs.

Industrial Commission Support Program

The Industrial Commission Support Program was initiated to encourage local participation in the industrial and commercial development process. It does this through sharing in the operational and promotional costs of provincially incorporated industrial commissions in need of financial assistance.

Industrial Mall Municipal Tax Rebate Program

The Industrial Mall Municipal Tax Rebate Program is available to tenants of incubator malls owned by the Nova Scotia Department of Development, Industrial Estates Limited and municipal development agencies in the province.

The program provides tax rebates to qualified mall tenants to offset municipal tax charges which are calculated according to a rental subsidy formula. The maximum term for the Tax Rebate Program is five years.

Women's Entrepreneurial Development Program

This program is designed to provide an opportunity for women in business to further develop their entrepreneurial and technical skills in the areas of planning, marketing and operational aspects of business.

This program is available to any woman who is involved in a new or existing small business in Nova Scotia where she: 1) actively participates in the ongoing management and decision making; and 2) holds a significant equity position.

The following are forms of business organizations that may apply: sole proprietorships, partnerships, incorporated companies and co-operatives.

The program provides assistance in the form of a grant. The Nova Scotia Department of Development will provide up to 75% of eligible costs incurred by the entrepreneur, while engaged in approved activities, to a maximum government contribution of $1,500.

Activities eligible for approval include:
- market research and development;
- technological enhancement - formal or informal training which will accommodate the transfer of technological and operating know-how;
- participation in recognized seminars or courses relating to the set-up or operation of new or innovative businesses.

The following types of business activities are not eligible:
- professional services such as doctors, lawyers, consultants or accountants etc.;
- non-profit organizations;
- temporary operations;
- courses pertaining to financial planning, general management principles or bookkeeping.

Disabled Entrepreneurs Assistance Program

The Disabled Entrepreneurs Assistance Program is a combined grant/loan guarantee program which assists the development of business in Nova Scotia.

The Disabled Entrepreneurs Assistance Program provides assistance to persons with disabilities for the establishment, expansion, and modernization of business operations in Nova Scotia. Eligible capital assets include land, buildings (including leasehold improvements), machinery, equipment, and commercial vehicles. A maximum of 75% of the eligible assistance can be for working capital purposes.

The Disabled Entrepreneurs Assistance Program offers a combined grant/loan guarantee up to 50% of the project cost to a maximum contribution of $10,000 in assistance per project. Maximum grant portion is $5,000.

Eligible businesses include any commercial undertaking engaged in processing, manufacturing and the service industry.

Contact

For information on any of these seven programs, contact the Small Business Service Centre of the Nova Scotia Department of Development nearest you.

See list of Small Business Service Centres and map on pages xv and xvi.

Technical Services

The Technical Services Branch provides information of a technical or engineering nature to assist businesses and other government departments or agencies. It also implements development-related projects.

FINANCE AND ADMINISTRATION DIVISION

The Finance and Administration division is responsible for the management and control of fiscal resources, both within the department and its agencies; the effective utilization of staff; and the administration of a number of job creation initiatives for the province, managed by its Community Economic Development branch.

Community Economic Development Branch

This branch administers the Mainstreet Program, the Program for the Disabled, the Task Force Industry Program and the Youth Entrepreneurial Skills Program.

Contact

Community Economic Development Branch
P.O. Box 9020, Postal Station A
Halifax, Nova Scotia
B3K 5M6

or

The Stern Building, 1st Floor
81 Alderney Drive
Dartmouth, Nova Scotia
424-2720
1-429-2167 (toll-free line)

Mainstreet Program

The Mainstreet Program is designed to assist Nova Scotian communities to maintain their downtown areas as primary centres of social and economic activity.

Through well-planned improvement projects ranging in variety and scope from fashion shows and parades to the construction of sidewalks, parking lots and the improvement of storefronts, community groups and individual merchants can make their downtowns more desirable places in which to live, shop and work.

The Mainstreet Program provides cost-sharing and professional support to participating communities. It is a long-term, self-help program that builds on the unique cultural and architectural strengths of Nova Scotia's downtowns.

Public Sector Funding

Recognized Business Improvement District Committees representing municipal government and Business Improvement District Commissions and Downtown Development Corporations representing the business community are eligible for Anchor Projects funding to carry out revitalization programs. Activities such as planning, management, promotion and improvements to infrastructure are eligible for 50% cost-sharing as program guidelines allow.

Maximums of funding are established yearly based on budgetary considerations. To be eligible for Anchor Projects funding, a community must have a recognized Business Improvement District and complete a downtown data base.

Private Sector Funding

Individual businesses in the commercial core of participating communities are eligible for funding through the Facade Improvement and Business Development components of the Mainstreet Program.

Cost-sharing is available to commercial building owners and tenants to improve those exterior surfaces of their buildings that are visible to the shopping public, through the Facade Improvement Program.

Through the Business Development Program component of the Mainstreet Program, individual merchants or groups of merchants receive cost-sharing when they take advantage of the assistance and advice of qualified consultants in areas of business development such as sales training, merchandising, store layouts, promotions, advertising, etc.

Village Square Program

The Village Square Program is designed to lend assistance and encouragement to hamlets, villages and small incorporated towns in their efforts to bring new life to the commercial core of their communities.

Participating communities must have a recognized Business Improvement District.

Village Square projects are labour intensive, contribute to the general attractiveness and viability of the community, and as much as possible employ local area residents.

Under the guidance of a local committee comprised of business people, municipal officials and representatives of voluntary associations, a Village Square work crew makes improvements to public property or land that has been leased for five years in the downtown area.

Under special circumstances where there is a readily identifiable undeveloped resource outside the business district, funding may be applied to projects that facilitate the development of that resource to the general benefit of the community.

Public Sector Funding

A grant of up to $10,000 is available on a yearly basis to participating Village Square communities.

A comprehensive plan of improvement activities is required. A portion of funds may be applied to capital purchases and the hiring of a program coordinator.

Private Sector Funding

Businesses located within an approved Business Improvement District in a participating Village Square community are eligible for participation in the Facade Improvement and Business Development components of the Mainstreet Program described under Mainstreet Program Private Sector Funding above.

Rebates for completed, approved projects will be made at 30% of total eligible cost or at a maximum determined by the size of the project, whichever is less. Rebates of 40% of total eligible costs or a determined maximum, whichever is less, are available for adjacent properties that follow a complementary improvement theme, or for a registered heritage property.

Eligibility

To be eligible for participation in the program, a community must have a Business Improvement District Committee (or Commission) and make appropriate application to the program by the set deadline.

Contact

Community Economic Development Branch
424-2720
1-429-2167 (toll-free line)

or the Small Business Service Centre of the Nova Scotia Department of Development nearest you.

Program for the Disabled

The program provides a wage subsidy to stimulate the public and private sectors to establish employment opportunities for the disabled. This enables disabled persons to acquire new skills or utilize existing skills within the workplace.

The Department of Development will pay a wage subsidy for approved employees for a maximum of 25 weeks.

The objectives of the program are to provide work experience for the disabled, to demonstrate to employers the employment potential of the disabled, to develop the self-confidence of the disabled by demonstrating that they may become valuable members of the work force, to provide the disabled with the opportunity to demonstrate work-related competence to employers and to create public awareness of the capabilities of the disabled.

Employer Eligibility

The program is available to provincial and municipal governments, non-profit organizations, as well as the private sector. Positions applied for must be incremental and demonstrate the potential for permanent employment following completion of the 25-week period.

Employee Eligibility

Potential employees will be referred by the Nova Scotia Department of Social Services and organizations recognized by that department as dealing with the disabled. Those organizations will forward to the Department of Social Services the names of persons they feel should be employed in a program of this nature. An application for employment will then be forwarded to the individuals identified.

Contact

Community Economic Development Branch
424-2720
1-429-4525 (toll-free line)

or the Small Business Service Centre of the Nova Scotia Department of Development nearest you.

Youth Entrepreneurial Skills Program (YES)

The Department of Development, in cooperation with the Royal Bank of Canada, provides start-up money under the Youth Entrepreneurial Skills Program, which is designed to create new businesses in Nova Scotia operated and owned by youth.

Eligibility

Applicants must be between the ages of 16 and 24 inclusive. Applicants under the age of 18 will need the signature of a guarantor acceptable to the Royal Bank.

Applicants must be eligible to work in Canada and be residents of Nova Scotia.

Proposed projects must be new businesses to be located in Nova Scotia and expected to provide either a marketable product or service. Professional services and consultants are not eligible under the YES Program.

Partnerships are permitted, but the start-up loan is limited to $5,000 per business, and, under the student component, $2,000 per business.

Type of Assistance

The YES Program will provide youth with start-up money in the form of a loan to a maximum of $5,000. The loan is interest-free for the first 12 months, with a repayment deadline not more than two years from the date of the loan.

Under the student component, the YES Program provides business start-up money to a maximum of $2,000 per summer business. The loan to students is interest-free from May 1 to the repayment deadline of October 1. A grant rebate of $250 is offered to students if the loan is repaid on or before October 1.

Contact

Community Economic Development Branch
424-2720
1-429-4525 (toll-free line)

or the Small Business Service Centre of the Nova Scotia Department of Development nearest you.

Financial Services

Machinery and Equipment Tax Rebate Program

This program assists small businesses by rebating a portion of municipal taxes paid on machinery and equipment used for manufacturing and processing. The rebate on municipal taxes is paid on the first $1 million of assessment.

INDUSTRIAL DEVELOPMENT DIVISION

The Industrial Development Division seeks appropriate industries to locate in Nova Scotia. It conducts opportunity analyses and attends or manages promotional events seeking firms likely to come to Nova Scotia. It then assists such firms to establish in the province by putting them in contact with appropriate government and private agencies.

The Industrial Development Division consists of the Industrial Benefits Office, the Industrial Promotion Branch and the Market Development Centre.

Industrial Benefits Office

The Industrial Benefits Office was created to help maximize industrial benefits for Nova Scotia resulting from major industrial and resource projects. It is the first point of contact regarding offshore opportunities, potential Nova Scotia joint-venture arrangements and general information about the offshore and other major industrial projects. Industrial Benefits officers are located in the Small Business Service Centres.

The Office operates to:

- promote business between Nova Scotian companies and offshore oil and gas companies by providing up-to-date information;
- negotiate agreements that ensure maximum Nova Scotian content in offshore development;
- inform Nova Scotian companies by providing status reports, lists of products, project details, and information about the oil and gas industry;
- provide information on regulatory, planning and advisory bodies within government, and to facilitate access to them;
- provide active liaison with industry and trade associations;

- monitor and evaluate resource-related business within Nova Scotia in order to maximize Nova Scotian content as negotiated in Canada Benefits Plans; and

- provide the same kinds of service on other large resource development projects, and in the area of government procurement.

Industrial Promotion Branch

The Industrial Promotion Branch is directly responsible for the formulation and implementation of a promotional program that encourages new industrial investment in Nova Scotia. This results in the identification and attraction of investments in new manufacturing and service-sector operations originating domestically and internationally, leading to job creation in Nova Scotia. The branch also maintains strong and effective relationships with other agencies, both federal and provincial, to coordinate opportunities for investment in Nova Scotia.

A team of industrial development officers travels extensively both within and outside Canada searching out companies which can profit by a Nova Scotia location and can, at the same time, contribute to the positive growth of the provincial economy.

A research section produces basic data, information concerning available sites, transportation costs, labour availability and costs, and other pertinent information required in support of investment decisions.

Market Development Centre

The Market Development Centre is the marketing arm of the Industrial Development Division and focuses on selling Nova Scotia products outside the province. It implements a market development strategy which encourages: market intelligence, export transactions, market promotion, strategy, planning, product development, market education, export incentives, marketing consultant services, and trade house and association support.

The Market Development Centre administers the Trade Expansion Program and the Product Development Management Program.

Trade Expansion Program (TEP)

This program offers grants to assist Nova Scotia firms attending trade fairs and exhibits to conduct market identification investigations, attend market education courses, and host incoming buyers.

Type of Assistance

TRADE FAIRS AND EXHIBITS: Nova Scotia firms are encouraged to display their products and services in appropriate trade fairs and exhibits to establish new markets or introduce new products.

Reimbursable costs may include:

- costs for booth space;
- 50% of return economy airfare costs for company personnel approved by the Department of Development;
- for one person, up to $75 per day for hotel, meals and other expenses; and
- for a second approved company representative, up to $50 per day for hotel, meals and other expenses.

MARKET IDENTIFICATION: Nova Scotia firms are encouraged to investigate potential marketing, joint-venture and licensing opportunities and to examine new technologies that could improve the economic status of their business operations directed to the export market.

Reimbursable costs may include:

- 50% of the return economy airfare costs for company personnel approved by the Department of Development;
- for one person, $75 per day for hotel, meals and other expenses; and
- for a second approved company representative, $50 per day for hotel, meals and other expenses.

MARKET EDUCATION: The Nova Scotia business community is encouraged to develop increased knowledge and understanding of the techniques and methods of modern marketing.

Reimbursable costs may include:

- 50% of the return economy airfare costs for company personnel approved by the Department of Development;
- 50% of tuition, registration and textbook costs;
- $50 per day for hotel, meals and other expenses.

INCOMING BUYERS: Nova Scotia firms are assisted in bringing buyers or potential licensing or joint-venture partners into the province to visit the firm's facilities.

Reimbursable costs may include:

- return economy airfare to and from Nova Scotia for one buyer representing one company to visit the applicant's facilities.

Criteria

It must be reasonably established that:

- The applicant is a Nova Scotia manufacturer, processor or selected service industry.
- The project is likely to bring new business or expose the Nova Scotia firm to new techniques in marketing.
- The project will create new business and Nova Scotians will receive significant benefits in terms of income and employment.
- In the case of market education projects, the education must significantly benefit the Nova Scotia firm's operations.

Product Development Management Program (PDMP)

The Product Development Management Program is designed to provide support for business within essential phases of the product development cycle.

This program has been developed to assist manufacturers in developing innovative products and upgrading the design quality of existing products. This assistance is intended to help clients strengthen their competitive position through diversification and improvement of product lines, enhanced marketability, and improved efficiency and profitability.

The Product Development Management Program provides grant assistance to local industry for the design and development of products, packaging and marketing literature.

Type of Assistance

PDMP grants provide up to 50% of the development costs submitted by a consultant designer to:

- do marketplace research to identify product trends and specific product requirements;
- design and develop a product as identified by marketplace research;
- design and develop new packaging; and
- design and develop new marketing literature directed to export sales.

PDMP offers up to 50% of approved costs to a maximum of $7,500 for product design and 50% of approved costs to a maximum of $2,000 for packaging and market literature design.

Contact

The Small Business Service Centre of the Nova Scotia Department of Development nearest you.

POLICY AND PLANNING DIVISION

The Policy and Planning Division includes four branches which provide important services to the business community. These branches are: Economic Analysis; Policy Development; Program and Evaluation; and Statistics and Research Services.

Economic Analysis

The Economic Analysis section assesses the economic performance and outlook of Nova Scotia and provides economic evaluation of opportunities and problems. The section also assesses business proposals referred to the Department by Investment Canada.

Policy Development

The Policy Development section provides analysis and advice to the government on a wide range of economic and industrial development matters. Policy advice is often prepared in consultation with the private sector, such as in the case of the government's White Paper on Economic Development. The section also makes regular representations to the federal government on behalf of Nova Scotia's business community, for example, on the need to maintain freight rate assistance.

Program and Evaluation

The Program and Evaluation branch negotiates major economic development agreements with the federal government. In 1974 the federal Department of Regional Economic Expansion (DREE) signed a General Development Agreement (GDA) with Nova Scotia. Under the GDA, 19 subsidiary agreements have been signed, with a total financial commitment exceeding $700 million. Although the GDA, having a term of 10 years, expired on March 31, 1984, a number of subsidiary agreements continue in effect.

In June 1984 a new 10 year umbrella agreement was signed with the federal Ministry of State for Economic and Regional Development to succeed the GDA. This Economic and Regional Development Agreement (ERDA) provides the framework under which the province is undertaking new subsidiary agreements with key federal departments such as the Department of Regional and Industrial Expansion (DRIE).

Current federal-provincial development agreements, with cost-sharing ratios and expiry dates, are listed in the table on page 20.

Statistics and Research Services

The Statistics and Research Services branch is responsible for the collection, interpretation and dissemination of statistical information required and requested by businesses in Nova Scotia. Many surveys and publications of specific use to the business

community are prepared on a regular basis. This material includes the **Directory of Manufacturers**, **Ocean Industries Directory**, and annual survey and inventory of commercial space in the Halifax Metro area.

NOVA SCOTIA FEDERAL/PROVINCIAL SUBSIDIARY AGREEMENTS

Title	Total Cost	Fed/Prov Cost-sharing Ratio	Expiry Date
1. Ocean Industry Development	$ 35,000,000	65/35	July 31/87
2. Forest Resource Development	53,426,000	53/47	Mar. 31/87
3. Forest Renewal	17,500,000	69/31	Mar. 31/87
4. Agri-Food Development	48,300,000	48/52	Oct. 5/87
5. Advanced Manufacturing Support	31,000,000	70/14/16*	Mar. 31/88
6. Strait of Canso Area Development II	28,000,000	70/30	Mar. 31/89
7. Mineral Development	26,900,000	60/40	Mar. 31/89
8. Economic Development Planning	4,000,000	50/50	Mar. 31/89
9. Fisheries	50,000,000	70/30	Mar. 31/89
10. Tourism II	14,000,000	70/30	Mar. 31/89
11. Technology Transfer and Industrial Innovation	34,000,000	70/30	Mar. 31/90
12. Assistance to Michelin Tires (Canada) Ltd.	56,000,000	75/25	Dec. 31/91
13. SYSCO (Stage II)	157,100,000	70/30	Mar. 31/91

*Funding for this agreement is split federally, provincially and municipally, in that order.

CHAPTER 2

PROGRAMS AND SERVICES OF OTHER NOVA SCOTIA GOVERNMENT DEPARTMENTS AND AGENCIES

Industrial Estates Limited (IEL)

Industrial Estates Limited
Bank of Montreal Tower
Suite 700
5151 George Street
Halifax, Nova Scotia
B3J 1M5
425-6331

Industrial Estates Limited is a Nova Scotia Crown Corporation created to support the establishment and expansion of manufacturing industries throughout the province. Its board of directors is composed of leading Nova Scotia business people who understand the objectives and problems related to successful corporate investment.

An advisory council, which includes international leaders in business, industry, finance and law, was established in 1962. The services and recommendations of IEL's directors and council are readily available to assist clients in reaching decisions.

On behalf of the Province of Nova Scotia, IEL owns and operates 14 industrial parks, in Amherst, Bedford, Dartmouth, Debert, East Chezzetcook, Kentville, Liverpool, Mulgrave, Sackville, Shelburne, Springhill and Stellarton. In all locations, fully serviced and prepared sites are available at competitive prices.

Pursuant to a federal/provincial ocean-industry development agreement, the Woodside Industrial Park in Dartmouth has been designated for the exclusive use of ocean industries. The Woodside Technology Innovation Centre, a full service incubator mall, is available for lease to small high-technology businesses.

IEL also carries out major land assembly projects and administers its own Financing Program and the Industrial Incubation Program.

IEL Financing Program

The minimum loan financing available under this program is $250,000. IEL can finance, at competitive interest rates, up to 100% of the land and buildings,

and up to 60% of the installed cost of equipment for a new enterprise or a plant expansion. Financing of land and buildings over a 20-year period and of machinery over a 10-year period is customary.

Industrial Incubation Program

To encourage the start-up of new manufacturing and processing enterprises in Nova Scotia, IEL has constructed a number of multi-tenant industrial malls throughout Nova Scotia. These malls offer self-contained manufacturing and office space.

Eligibility

Manufacturers and processors qualify for assistance provided they meet one or more of the following conditions:

- They manufacture products not already made in Nova Scotia;
- They introduce new technology to manufacture products already being made in Nova Scotia;
- They expand their enterprise from "cottage" status to commercial production;
- They experiment with and develop new product lines by existing manufacturers; and
- They have established any potentially viable business in the secondary sector with a need for special incentives or assistance.

Type of Assistance

Assistance is in the form of a rental subsidy for a five-year period as follows:

Year 1: 40% of commercial rate
Year 2: 60% of commercial rate
Year 3: 80% of commercial rate
Year 4: 100% of commercial rate
Year 5: 110% of commercial rate

After the maximum period of five years, tenants are expected to construct their own facilities to make space available for new enterprises.

Application

There are no formal application forms. However, an applicant is normally required to provide information falling in these categories: corporate background, description and location of projects, marketing plans, current and pro forma financial statements, economic effect on the region and the province, availability of labour, etc.

Manager, Industrial Parks: Frank M. LeTourneau
425-6331

NOVA SCOTIA DEPARTMENT OF AGRICULTURE AND MARKETING

Nova Scotia Department of Agriculture and Marketing
(Administration)
P.O. Box 190
Halifax, Nova Scotia
B3J 2M4
424-6734 (Enquiries)

Nova Scotia Department of Agriculture and Marketing
(Operations)
P.O. Box 550
Truro, Nova Scotia
B2N 5E3
895-1571

Agriculture Development and Credit Services

This branch coordinates agriculture development programs in the province and provides staff for the operation of the Nova Scotia Farm Loan Board.

It is responsible for the Establishment of Young Farmers Interest Forgiveness Policy, the Interest Subsidy Policy, the Farm Land Purchase and Leasing Policy, and the Farm and Timber Loans Program.

Director: Arnold A. Rovers

Farm and Timber Loans Program

In accordance with the Agricultural and Rural Credit Act, loans are available for the purchase of farms, equipment and livestock, and for the development of existing farms to expand production and improve productivity. Farms include livestock, horticulture, greenhouse and fur operations. Loans are also available under the Forest Improvement Act to owner/operators of sawmills to acquire timberland.

Type of Assistance

A variety of loan formulas and repayment schedules are available for commercial farmers, young farmers, and part-time farmers, depending on the type of operation and farm income. With reference to forest land purchase, loans are available up to 90% of the appraised value of the woodland. This assistance is available to owners of forest product mills (excluding pulp mills) who wish to purchase land within 30 miles of the mill. Timber and farm loan applications over $300,000 require Order-in-Council approval.

Contact

N.S. Farm Loan Board	N.S. Farm Loan Board
P.O. Box 550	Kentville Agricultural Centre
Truro, Nova Scotia	Kentville, Nova Scotia
B2N 5E3	B4N 1J5
895-1571/895-0497	678-7365

or the Department of Agriculture and Marketing's agricultural representative in your area (see pages 26 and 27).

Extension Services

This branch provides an extension service in agriculture, rural youth development, community development and home economics. Agricultural representatives are located throughout the province and act as an information source to the agricultural community, providing liaison services between farmers and departmental specialists. The branch also offers farm management services and operates a farm accounting service. (Refer to the list of agricultural representatives and farm management specialists on pages 26 and 27).

Through its engineering services, this branch plans farm drainage systems, supplies farm building designs and plans, operates the province's dyke maintenance program and provides technical and financial assistance in controlling river flooding.

Through its engineering services, this branch plans farm drainage systems, supplies farm building designs and plans, operates the province's dyke maintenance program and provides technical and financial assistance in controlling river flooding.

The branch administers the following provincial policies:

Agricultural Limestone Assistance Policy
Assistance to Purchase Limespreading Equipment
Canfarm Records Assistance Policy
Capital Grants Policy
Farm Land Purchase and Leasing Policy
Land Improvement Policy
Main Outlet Drainage Policy

Director: Roland L. Hayman

AGRICULTURAL REPRESENTATIVES

Area Served	Address	Phone
Cape Breton County Richmond County	Mr. Harvey MacDonald Provincial Building 360 Prince Street Sydney, N.S. B1P 5L1	539-5500
Guysborough County Antigonish County	Mr. Donald L. MacDonald 11 James Street Antigonish, N.S. B2G 1R6	863-4705/06
Pictou County	Mr. James Neary P.O. Box 160 Pictou, N.S. B0K 1H0	485-4317
Halifax County East Hants County	Mr. Gordon Crowe Mr. Joe Colder (assistant) P.O. Box 97 Middle Musquodoboit, N.S. B0N 1X0	384-2262
Cumberland County	Mr. Ralph Murray Experimental Farm Nappan, N.S. B0N 1C0	667-8722
West Hants County	Mr. Robb MacMillan P.O. Box 248 Windsor, N.S. B0N 2T0	798-8377/78
Kings County	Mr. Fred Walsh Agricultural Centre Kentville, N.S. B4N 1J5	678-7365
Annapolis County	Mr. Laurie Ells Lawrencetown, N.S. B0S 1M0	584-2231
Lunenburg County Queens County	Mr. Arthur Pick 99 High Street Bridgewater, N.S. B4V 1V8	543-9191
Digby County	Mr. Bruce Gilliatt P.O. Box 309 Weymouth, N.S. B0W 3T0	837-5161/62
Yarmouth County Shelburne County	Mr. Malcolm Fuller 10 Starr's Road Yarmouth, N.S. B5A 2T1	742-4334

AGRICULTURAL REPRESENTATIVES

Area Served	Address	Phone
Inverness County Victoria County	Mr. Leo Cox (agricultural fieldman) P.O. Box 70 Mabou, N.S. B0E 1X0	945-2999/ 945-2340
Colchester County	Mrs. Yvonne Thyssen-Post (assistant) P.O. Box 550 Truro, N.S. B2N 5E3	895-1571 ext. 118

FARM MANAGEMENT SPECIALISTS

Area Served	Address	Phone
Eastern Region	Mr. Alan Grant Nova Scotia Agricultural College P.O. Box 550 Truro, N.S. B2N 5E3	895-1571
Central Region	Mr. James Houghton Nova Scotia Agricultural College P.O. Box 550 Truro, N.S. B2N 5E3	895-1571
Western Region	Mr. Peter Dekker Agricultural Research Station Kentville Agricultural Centre Kentville, N.S. B4N 1J5	678-7365

Horticulture and Biology Services

Production guidelines for tree fruits, small fruits, vegetables, greenhouse crops and ornamentals are supplied to rural and urban clients through technical information on land use and cultural management. Problems in production caused by insects, diseases and weeds are diagnosed and solutions are recommended to growers. This branch also advises farmers on the design, layout and management practices of roadside stands and maintains an advisory service on agriculture.

The branch administers the following provincial policies:

Bulk Bin Construction Assistance Policy
Certified Seed Potato Assistance Policy
Farm Pond Policy
Maple Products Policy
Refrigerated Berry Crop Storage Construction Policy
Transportation Assistance for Importation of Extra Queen Bees

Director: David Sangster

Livestock Services

This branch supervises the policies of the department pertaining to livestock. Specialists work with livestock and poultry producers to assist them in maintaining a high level of production.

The branch administers the following provincial policies:

Beef Herd Improvement Policy
Breed Promotion Policy
Breeders' Guarantee Policy (Swine)
Cream Hauling Assistance Policy
Improved Sire Policy (Commercial Beef)
Improved Sire Policy (Purebred Beef Cattle)
Improved Sire Policy (Purebred and Commercial Sheep)
Improved Sire Policy (Swine)
Production Incentive Program for Farm Separated Cream
Sheep Pasture Improvement Policy
Sheep Production Policy

Director: John D. Johnson

Marketing and Economics

This branch assists producers, commodity groups and marketing organizations in developing and expanding markets for Nova Scotia agricultural products. It administers the Cooperative Associations Act, the Natural Products Marketing Act and the regulations respecting provincial grade standards for agricultural products.

The branch provides economic analysis services for the agricultural industry. It monitors and researches developments in the industry and the economy. It collects and maintains a library of statistical data analysis relating to agricultural development. It provides the economic input in the development of long-range policy and planning for the Department of Agriculture and Marketing. This branch is also responsible for the Live Market Hog Transportation Policy.

Soils and Crops

This branch is the source of up-to-date information on the soil resources of the province. It advises on soil management, fertilizer use and crop husbandry practices for optimum production, protection and utilization of field crops grown in the province. It offers five specialized services to the farmer: soil testing; plant foliar tissue analysis; livestock feed analysis; land use planning and crop production service in cereal grain, corn and forage; and tobacco and weed control.

The branch is also responsible for the Fertilizer Assistance and the Pedigreed Seed Grain Production policies.

Director: James Goit

Natural Products Marketing Council

The council is responsible for the general supervision of the commodity marketing boards operating within the province. These are the: Nova Scotia Wool Marketing Board, Pork Producers Marketing Board of Nova Scotia, Nova Scotia Chicken Marketing Board, Nova Scotia Turkey Marketing Board, Nova Scotia Flue-Cured Tobacco Grower Marketing Board, Nova Scotia Processing Pea Marketing Board, Nova Scotia Winter Grain Marketing Board and Nova Scotia Potato Marketing Board.

Chairman: S. Allaby

Nova Scotia Dairy Commission

The primary objective of the commission is to ensure the availability of an adequate supply of good quality milk for human consumption at reasonable prices. The commission attempts to attain this by the setting of milk prices; the licensing of milk producers, processors and jobbers; conducting plant audits; compiling industry statistics; administering the Market Sharing Quota Program; providing a Fluid Quota System; administering a Producer Price Equalization Program; setting Bulk Haulage rates; and providing milk quality regulations.

Chairman: R.L. MacDougall

Provincial Grain Commission

The commission has a mandate to assist in the development of the province's grain industry and has powers to buy, sell, store, dry, grade and distribute grain. It establishes prices, making initial and final payments for any grain it has purchased. In order to facilitate the purchase, sale, drying, storage and handling of grain, the Commission is responsible for the erection of buildings to service the need.

Chairman: T. Ueffing

Nova Scotia Crop and Livestock Insurance Commission

The commission is responsible for the administration of a crop and livestock insurance program that will be a benefit to Nova Scotia farmers in times of low crop yields or in the event of livestock losses. In this manner, it provides a stabilizing effect for the farmer and the agricultural community in general. At present, insurance plans are in force for spring grains (oats, barley, wheat, mixed grain), winter grains (rye, wheat), tree fruit (apples, pears, tree protection), tobacco, corn (silage grain), pea and bean (processing), lowbush blueberries, strawberries, forage and dairy cattle.

Chairman: P.A. Van Oostrum

Nova Scotia Agricultural College

This branch of the Department of Agriculture and Marketing provides an educational and research service to the agricultural industry of the Atlantic provinces. The college offers several options in technical and Bachelor of Science agricultural training programs. In addition, vocational and

continuing education programs are offered to assist individuals to enter or progress in farm or farm-related careers.

Principal: Dr. Herbert R. MacRae

NOVA SCOTIA DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING

Nova Scotia Department of Vocational and Technical Training
P.O. Box 2086
Halifax, N.S.
B3J 3B7
424-5168

Of the many services of the Nova Scotia Department of Vocational and Technical Training, only those concerned with business in the Training Programs are listed here. There are also many business-related courses offered by local and regional school boards.

The Department administers the Adult Vocational Training Centres, two Institutes of Technology, the Nova Scotia College of Geographic Sciences, and 11 Regional Vocational Schools. Through these, it delivers a wide range of occupational, managerial and technical training courses.

Training Programs

National Training Program

Occupational training is provided for adults referred by Canada Employment and Immigration Centres to Adult Vocational Training Centres in Dartmouth or Sydney or to any of the outside modules located in such municipalities as Port Hawkesbury, Eskasoni, Tor Bay, Antigonish, New Glasgow, Stellarton, Amherst, Truro, Sackville, Halifax, Kentville, Digby, Yarmouth, Liverpool, Bridgewater and Chapel Island. Approximately 50 courses are offered in the areas of business education, drafting, metal fabrication, welding, electronics, cooking and academic upgrading.

Contacts

Mr. John Roberts, Principal
Cape Breton Adult Vocational Training Centre
P.O. Box 1042
Sydney, Nova Scotia
B1P 6J7

Mr. Dennis MacDonald, **Principal**
Dartmouth Adult Vocational Training Centre
10 Acadia St.
Dartmouth, Nova Scotia
B2Y 4H3

The Nova Scotia Institute of Technology in Halifax offers nine two-year courses and six one-year courses in nine technical specialties such as electronics, electrical-mechanical, medical, dental, computer and construction technologies; and process operation, computer programming and automated manufacturing. It also provides trades training programs and an extension program which provides a variety of part-time courses.

Contact

Mr. J. Driscoll, Principal
Nova Scotia Institute of Technology
5685 Leeds Street
P.O. Box 2210
Halifax, Nova Scotia
B3J 3C4
242-4533

The Nova Scotia College of Geographic Sciences in Lawrencetown, Annapolis County, provides technical courses specific to the science of land measurement. Its program includes three two-year courses and seven one-year courses including cartography, computer programming, planning technology, remote sensing, and surveying with its related occupations.

Contact

Mr. F. Wightman, Principal
Nova Scotia College of Geographic Sciences
P.O. Box 10
Lawrencetown, Nova Scotia
B0S 1M0
1-584-2226

The Nova Scotia Nautical Institute in Halifax provides training in marine navigation and marine engineering, both in upgrading courses and in one-year cadet courses, as well as extensive marine emergency

duties training. The courses vary in length and complexity to meet the certification standards required by the Ministry of Transport for careers at sea. The new Nautical Institute located in Port Hawkesbury is due to open in the fall of 1987.

Contact

Capt. Tom Kearsey
Nova Scotia Nautical Institute
P.O. Box 578
Halifax, Nova Scotia
B3J 2S9
424-3290

REGIONAL VOCATIONAL SCHOOLS

School	Address	Phone
Annapolis Regional Vocational	Mr. E.J. (Jack) Rodda, Principal Box 940 Middleton, N.S. B0P 1S0	825-3491
Burridge Regional Vocational	Mr. Joseph H. McLellan, Principal Pleasant Street Yarmouth, N.S. B5A 2L2	742-3501
Canso Regional Vocational	Mr. Frank MacInnes, Principal Box 2000 Port Hawkesbury, N.S. B0E 2V0	625-2200
Cape Breton Regional Vocational	Mr. L. Robert McVeigh, Principal 364 Prince Street Sydney, N.S. B1P 5L2	564-4574
Colchester Regional Vocational	Mr. D. Bob MacKinnon, Principal Box 850 Truro, N.S. B2N 5G6	895-1511
Cumberland Regional Vocational	Mr. George Laird, Principal Box 550 Springhill, N.S. B0M 1X0	597-3737
Dartmouth Regional Vocational	Mr. Gerald J. O'Malley, Principal Woodlawn Road Dartmouth, N.S. B3W 2R7	434-2020
Halifax Regional Vocational	Mr. Alexander Van Gurp, Principal 1825 Bell Road Halifax, N.S. B3H 2Z4	422-8301

School	Address	Phone
Hants Regional Vocational	Ms. Janet Kirk, Principal Box 2079 Windsor, N.S. B0N 2T0	798-8348
Kings Regional Vocational	Mr. David Corkum, Principal Box 487 Kentville, N.S. B4N 3X3	678-7341
Lunenburg Regional Vocational	Mr. Philip Anthony, Acting Principal Box 1450 Bridgewater, N.S. B4V 1V8	543-2295
Memorial High School	Mr. Norman Connors, Principal Box 300 Sydney Mines, N.S. B1V 2Y5	736-6233
Pictou Regional Vocational	Mr. John Keating, Principal Box 820 Stellarton, N.S. B0K 1S0	752-2002
Shelburne Regional Vocational	Mr. William Sutherland, Principal Box 760 Shelburne, N.S. B0T 1W0	875-3091

The following divisions are responsible for the coordination of provincial government human resource activities. To meet this responsibility, divisions have been established in the following directorates:

Human Resource Planning and Evaluation Division

This directorate is responsible for the assessment of labour market demand and supply conditions in the province, the planning of priorities for human resource needs, the evaluation of existing and future human resource initiatives and programs as these relate to labour market needs, and the development of manpower planning within the industries of Nova Scotia.

Human Resource Program Development Division

This directorate is responsible for the development and administration of industry-based training programs designed to meet the identified needs of industry; for the identification of adequate trade standards required to develop a competitive work

trade standards required to develop a competitive work force; for the identification and administration of specific trade terminal performance objectives and an evaluative mechanism which measures attainment of those performance objectives; and for the human resource needs of specific industries such as the offshore industry and its related elements.

Two regional offices are maintained by this directorate at:

360 Prince Street
Provincial Building
Sydney, Nova Scotia
B1P 5L1
564-6109

Bridgeview Square
115 MacLean Street
New Glasgow, Nova Scotia
B2H 4M5
752-4149/752-4210

Human Resource Youth Initiatives Division

This directorate is responsible for the development of productive employment opportunities for youth and the development and management of a career-counselling service for youths in and out of school who are untrained and/or unemployed.

For further information on any of the above, call 424-5631.

NOVA SCOTIA DEPARTMENT OF FISHERIES

Nova Scotia Department of Fisheries
P.O. Box 2223
Halifax, Nova Scotia
B3J 3C4
424-4560

Estuarine and Inland Fisheries Division

The Estuarine and Inland Fisheries division is responsible for planning, developing and carrying out departmental policies and programs to conserve and enhance the fisheries resource where water and land meet.

There are three major responsibilities: conducting and reporting resource inventories of estuarine species for input to resource management decisions, commercial development, and land use planning.

In the area of aquaculture, the division provides seed money for aquaculture operations, technical assistance at the start-up stages, and ongoing

technical assistance. In addition, pilot scale studies associated with the development of aquaculture opportunities are made. For example, the division administers the department's oyster and blue mussel hatchery and demonstration project at Pleasant Point, Halifax County.

Inland fisheries operations are assisted through the operation of the Antigonish hatchery for trout. Trout eggs and fingerlings are sold to the private sector for commercial purposes. Additional hatchery facilities are currently under development in other areas to provide better overall service within the province.

This division is also responsible for providing input to federal, provincial and various inter-governmental committees respecting land use planning in the coastal zone.

Director: L. MacLeod

Fisheries Loan Board

In accordance with the Fisheries Development Act, the Board makes loans to fishermen, companies, cooperatives, and associations for the purpose of purchasing or building a fishing boat; purchasing and installing an engine or equipment in a boat; converting, modifying or upgrading an existing boat; and developing aquaculture facilities.

Fisheries Loan Program

Loans are provided at interest rates usually more favourable than those offered by commercial lending institutions. These rates are established by the provincial government in consultation with the Fisheries Loan Board and tend to reflect the advantage of the provincial government borrowing rate.

Types of Assistance

The current rates of interest are 8% for vessels costing up to $150,000; 11% for vessels costing between $150,000 and $300,000; and floating interest rates related to the provincial cost of borrowing, for vessels costing over $300,000. A 20% down payment is required on vessels, engines, equipment and aquaculture facilities. The loan period is 12 years for new boats, 8 years for diesel engines and 5 years for gas engines and equipment.

As security for a loan, the Board requires a first mortgage on the boat for which the loan had been made. Under certain circumstances, the Board will require a personal guarantee. Also, where a corporate borrower is a subsidiary of another corporation, or is closely related to another company, it may be necessary for the parent or affiliated company to guarantee the loan.

Borrowers must maintain insurance on boats mortgaged to the Board in an amount sufficient to cover the outstanding balance of the loan.

The Board will **not** consider loans for:

- vessels less than 22' in length;
- used vessels over 12 years old; or
- an amount less than $1,000.

Loan Guarantee Program

A Chartered Bank Loan Guarantee Program has recently been authorized that will enable the Board to guarantee a portion of the outstanding principal balance of net amount of loan made by approved lending institutions to approved borrowers. Program guidelines will be available for the guidance of applicants interested in the construction or purchase of fishing vessels.

Executive Director: J.A. Marsters
Manager: E.A. MacIntosh

Industrial Development Division

The Industrial Development programs provide technical and financial assistance to fishermen and processors to encourage improvement and the introduction of new technology aimed at making the fishery more efficient, safe and productive.

Assistance is provided for the upgrading and modernization of fishing vessels, gear and equipment, harbours and wharves, port facilities (bait freezers and storage, water, electrical hook-ups, unloading facilities), and processing plants. Programs deal with the equipment and facilities involved in the catching, handling, processing and marketing of fish and fish products.

Director: G.R. Richard

Marine Resource Division

This division is responsible for management of the fishery resource, biological surveys and assessments of stocks that are of particular interest to the fishing industry in Nova Scotia.

As a consequence, divisional activities are primarily directed toward representing the interests of Nova Scotia on federal/provincial/industrial committees dealing with the management of groundfish, pelagic, shellfish and marine plant stock along the Atlantic coast.

In support of this primary function, detailed studies are conducted that complement or support federal studies.

Director: A.A. Longard

Marketing Division

The following marketing services are available to the fishing industry and other sectors such as the food service industry on a request basis:

- provision of market information to seafood producers through a newsletter, and specific information as requested;
- assistance in making potential market contacts for processors in Nova Scotia;
- assistance in sourcing supplies of Nova Scotia seafood for those interested in making purchases;
- generic promotion of seafood directed at large users in both the United States and Canada; and
- various publication and other materials to assist industry in the promotion of consumer awareness and consumption of seafood.

Director: Janis Raymond

Administration Division

This division is engaged in providing finance and administrative services, socio-economic analysis, education/information functions, and office services in support of all Department of Fisheries operational activities.

Director: J.A. Matsters

Training and Field Services Division

This division is responsible for the operation of the Fisheries Training Centre located in Pictou and for the extension courses held in fishing communities throughout the province. It also provides a Field Service consisting of nine fisheries representatives who act in a liaison capacity with fishermen and all segments of the fishing industry. (Refer to page 41 for a list of fisheries representatives.) These representatives try to assist in providing answers to various types of questions and problems raised by fishermen and relay views of the fishermen, processors and plant works to the department. They also explain government programs and policies related to the fishery.

Director: J. McLevey

Fisheries Training Program

Most of the fisheries training is sponsored by Canada Employment and Immigration. Registration for courses must be completed through the local Canada Employment Centres two weeks in advance of the course starting date.

The following is a list of courses. The courses offered depend on funding and the number of confirmed trainees.

- Certificate of Efficiency as Lifeboatman
- Deckhand, Offshore Fleet
- Engine Room Watchkeeper
- Fishing Business Practice and Record Keeping
- Fishing Income Tax Update
- Fishing Master Class I, Class III, or Class IV
- Fishing Vessel Chief Engineer, Fourth Class Engineer, Endorsed for Fishing Engineer
- Inshore Fishing Operations (Bottom Trawls)
- Inshore Fishing Operations (Gill Nets and Fish Traps)
- Inshore Fishing Operations (Long Lines and Gear)

- Inshore Fishing Operations (Otter Trawls)
- Inshore Fishing Operations (Purse Seines)
- Inshore Fishing Operations (Scottish and Danish Seines)
- Introduction to Inshore Fishing Operations
- Marine Emergency Duties
- Marine Gas and Diesel Engine
- Pre-Sea Training, Introduction to Fisheries
- Refrigeration
- Trawlerman, Offshore Fleet

Contact

Further course information can be obtained from:

Director of Training and Field Services
Nova Scotia Department of Fisheries
Purdy's Wharf Tower, 3rd Floor
P.O. Box 2223
Halifax, Nova Scotia
B3J 3C4
424-4560

or

local Canada Employment Centres

or

provincial fisheries representatives

or

Principal
Nova Scotia School of Fisheries
P.O. Box 700
Pictou, Nova Scotia
B0K 1H0
485-8031

FISHERIES REPRESENTATIVES

Area Served	Address	Phone
Cumberland, Colchester, Pictou and Antigonish Counties	Mr. Cecil Rankin 10 Maple Street Pictou, N.S. B0K 1H0	485-6878
	(For Mail) Fisheries Training Centre P.O. Box 700 Pictou, N.S. B0K 1H0	485-8031
Inverness and Victoria Counties	Mr. Leslie Tobey P.O. Box 131 Port Hood, N.S. B0E 2W0	787-3470
Cape Breton and Richmond Counties	Mr. Adolphe Kehoe P.O. Box 131 Petit de Grat, N.S. B0E 2L0	226-2787
Guysborough County	Mr. Gerald Boudreau Little Dover, N.S. B0H 1V0	366-2553
Halifax County	Mr. Clarrie MacKinnon P.O. Box 2223 1505 Barrington Street Halifax, N.S. B3J 3C4	424-4560
Lunenburg and Queens Counties	Mr. Gerald Mossman R.R. #1 Rose Bay, N.S. B0J 2X0	766-4749
Shelburne County	Mr. Gerald Nickerson Lower Clark's Harbour, N.S.	745-2224
Yarmouth County and portion of Digby County south of the Sissiboo River	Mr. Arnold Muise P.O. Box 15 Middle West Pubnico, N.S. B0W 2M0	762-2846
Digby County north of the Sissiboo River including Digby Neck, and Annapolis, Kings and Hants Counties	Mr. Richard McDormand P.O. Box 56 Granville Ferry, N.S. B0S 1K0	532-7039

NOVA SCOTIA DEPARTMENT OF LABOUR

Nova Scotia Department of Labour
5151 Terminal Road
P.O. Box 697
Halifax, N.S.
B3J 2T8

or

360 Prince Street
Provincial Building
Sydney, Nova Scotia
B1P 5L1

Occupational Health and Safety Division

As a result of the proclamation of the Occupational Health and Safety Act on January 1, 1986, the Occupational Health and Safety Division was created and assigned responsibility for administering provincial legislation and regulations pertaining to all aspects of occupational health and safety.

The legislation consolidated all divisions in the Government of the Province of Nova Scotia which were responsible for Occupational Health and Safety.

The Occupational Health and Safety Division is responsible for ensuring the health and safety of working Nova Scotians employed in workplaces which fall under provincial jurisdiction in addition to:

- administering the Occupational Health and Safety Act and regulations;
- initiating and maintaining a comprehensive education program to advise and train Nova Scotians with regard to rights, duties and responsibilities under the legislation; and
- developing new strategies, regulations, guidelines, codes and hazard alerts to prevent occupational related injuries and illnesses.

Contact

Jack Noonan, Executive Director
424-4328

The Occupational Health and Safety Division is divided into four sections: Training, Occupational Safety Division, Occupational Health, and Mine Safety Section.

Training

This section assists in the establishment and training of Joint Health and Safety Committees, and provides educational support to the Occupational Health and Safety Division. It also develops and conducts seminars on health and safety subjects.

This section is also involved in a School Safety Awareness Program, maintains a film library and provides posters and other information on occupational health and safety.

Director: J.F. Herbin (902) 424-2726

Occupational Safety Division

This section is responsible for assessing health and safety practices in the workplace in accordance with the Occupational Health and Safety Act. It is also responsible for technical inspection of boilers, pressure vessels, elevators, escalators and amusement devices which relate to the safety of the public.

Director: David Todd (902) 424-7649

The Occupational Safety Division is organized into two sub-sections:

Occupational Safety section concentrates on construction, industrial, forest harvesting, and institutional safety. The section conducts workplace inspections and accident investigations to determine the causes of accidents and injuries. It also provides technical interpretations of legislation and safety standards to employers and employees, and enforcement when necessary.

Contact: Chief Inspector, Occupational Safety
(902) 424-4941

Technical Services or Public Safety section provides technical inspections to boilers, pressure vessels, under the Steam Boiler and Pressure Vessel Act and Regulations, elevating devices under the Elevator and Lifts Act and Regulations, and amusement devices under the Amusement Devices Safety Act and Regulations.

This section also certifies stationary engineers under the Stationary Engineers Act and Regulations.

Contact:

R. Yeo, Chief Boiler Inspector

M. Liberatore, Chief Elevator Inspector

K. Daniels, Inspector-Examiner, Stationary Engineers. (902) 424-7520

Occupational Health

This section assesses factors in the workplace to detect situations which may be hazardous to anyone employed in the work environment.

The key objectives are to ensure employers and workers comply with the Occupational Health and Safety Act and Regulations by:

- setting codes of practices and standards for occupational exposure; developing, maintaining occupational standards and monitoring occupational problems;

- investigating, monitoring and evaluating hazards which may exist in the work environment and determining methods to reduce or eliminate those hazards;

- providing an advisory and consultative Preventative Occupational Health Service to occupational groups, industries and the public;

- promoting the establishment and development of occupational health services for industry; and

- providing advice and assistance to other government departments or agencies.

The Occupational Health Division staff consists of hygienists and an Occupational Health Nursing Consultant.

Director: T.A.Mejzner, P. Eng. (902) 424-4428

Mine Safety Section

The Mine Safety Section is responsible for and provides guidance on health and safety matters related to the mineral industry.

It conducts inspections, investigations and audits under the authority of the Occupational Health and Safety Act, Coal Mines Regulations and Metalliferous Mines and Quarries Regulations in all mine quarries, peat plants, and other mining-related industries, except those mines operated by the Cape Breton Development Corporation.

The Mine Safety Section also maintains a Mine Rescue Station and provides training programs on mine rescue and first aid.

This section also administers the Board of Examiners under the Coal Mines Regulations.

Chief Inspector: Walter Fell (902) 424-8605

Fire Marshal's Office

The Fire Marshal's Office administers the Fire Prevention Act and related legislation and promotes the development and enforcement of reasonable safety measures for the protection of the lives, property and economy of Nova Scotians from unintentional fires. This involves regular inspections, examinations, guidance and training, assistance to municipalities and, of course, fire departments. Special courses are conducted in hospitals, industrial establishments and other areas to promote a widespread awareness of the importance of good fire-safety practices.

Acting Fire Marshal: Paul Langlois 424-5721

Industrial Relations Division

The Industrial Relations Division is responsible for the administration of the Trade Union Act, which establishes the right of employees to organize and sets out the procedure for orderly collective bargaining. The division provides impartial conciliation and mediation services to both labour and management.

Director: Bill McCallum 424-4192

Labour Relations Board

The Labour Relations Board and its Conciliation Industry Panel carry out the functions related to the certification of trade unions and the revocation or amendment of certification. The Board has numerous other functions, among which is the investigation of allegedly unfair labour practices and refusals to bargain.

Chief Executive Officer: K. Horne 424-6743

Labour Standards Division

The Labour Standards Division deals with minimum social standards which are legislated to protect the individual worker. Laws stipulating equal pay for equal work, holidays with pay, hours of work, industrial standards, maternity leave, adoption leave, minimum age for employment, minimum wages, overtime pay, paid vacations, protections of pay and termination of employment are contained in the Nova Scotia Labour Standards Code.

Director: Ross Mitchell 424-4311

Labour Standards Tribunal

This tribunal gives employers and employees a mechanism for appealing orders issued by the director of Labour Standards. Persons may appear before the board and present evidence in defence of their respective positions.

Executive Officer: G. Ross 424-6730

NOVA SCOTIA DEPARTMENT OF LANDS AND FORESTS

Nova Scotia Department of Lands and Forests
P.O. Box 698
Halifax, Nova Scotia
B3J 2T9
424-5935

Forest Management Program

The department employs a number of foresters and technicians who are available on request to any individual or group to assist and provide general and technical information on all aspects of forest resource utilization. Tours can be arranged of the department's demonstration woodlots and Christmas tree farms as well as commercial operations. The foresters and technicians also present courses from time to time in Christmas tree cultivation and woodlot management.

Contact

District Office, Department of Lands and Forests
(Refer to page 48 for a list of District Offices.)

Forest Resources Education Program

The Forest Resources Education sub-division seeks to improve the knowledge of the general public and special interest groups concerning the use and development of forest resources in the province. It does this through publications (notably a bi-monthly newsletter for woodlot owners and a quarterly magazine on wildlife), a school motion picture program, exhibits, advertisements, signs and posters, an enquiries service, and talks and courses.

Manager: Gary Saunders
P.O. Box 68
Truro, Nova Scotia
B2N 5B8
895-1591

Forest Industry Development Program

The department employs one person to be available on request to any individual or company seeking information or technical advice on matters pertaining to the forest products industry. This includes resource availability, plant layout, macninery selection, materials flow, efficiency assessments, product quality, marketing strategies, transportation considerations and new product development. The person involved in this program has a technical and practical background gained through experience in the forest products industry.

Manager, Program Development and Evaluation:
Peter MacQuarrie, 424-7708

LANDS AND FORESTS DISTRICT OFFICES

District	District Office Location	Phone
Annapolis County	Lawrencetown	584-2229
Antigonish County	Antigonish	863-4513
Cape Breton County	Sydney	564-8387
Colchester County	Bible Hill	895-6325
Cumberland County	Oxford	447-2115
Cumberland County	Parrsboro	254-3241
Digby County	Digby	245-2164
Guysborough County	Aspen	522-2024
Guysborough County	Guysborough	533-3503
Halifax County	Waverley	861-2560
Halifax County	Sheet Harbour	885-2377
Halifax County	Middle Musquodoboit	384-2290
Halifax County	Musquodoboit Harbour	889-2332
Hants County	Shubenacadie	758-3437
Hants County	Windsor	798-2016
Inverness County	Whycocomagh	756-2339
Kings County	Kentville	678-8907
Lunenburg County	Bridgewater	543-8167
Pictou County	New Glasgow	752-3181
Queens County	Milton	354-3462
Richmond County	St. Peter's	535-2032
Shelburne County	Shelburne	875-2501
Victoria County	Baddeck	295-2554
Yarmouth County	Yarmouth	742-7846

NOVA SCOTIA DEPARTMENT OF MINES AND ENERGY

Nova Scotia Department of Mines and Energy
Joseph Howe Building
P.O. Box 1087
Halifax, Nova Scotia
B3J 2X1
424-4629

The Department of Mines and Energy is organized into five divisions. Together these divisions support the Department's objective for the optimum development of energy and mineral resources and the attainment of a secure, efficient energy balance for the province.

Energy Management Division

This division influences the acquisition of energy from outside the province and the utilization of energy within the province through economic analysis, evaluation, energy engineering, demonstration projects, and energy information programs.

Director: Carey Ryan 424-5019

Energy Resources Division

The Energy Resources Division promotes the exploration and development of petroleum and coal resources, as well as new technologies.

Director: Andrew Batcup 424-5933

Mineral Resources Division

This division conducts studies on the geology and mineral occurrences of Nova Scotia. It collects, compiles and evaluates all mineral resource data.

Director: Dr. Peter Giles 424-4700

Mineral Development Division

The Mineral Development Division provides assistance related to the development and utilization of mineral resources and administers the licensing, leasing and registration of mineral rights.

Director: Danny Murray 424-4162

Mining Engineering Division

This division regulates the development and operation of mines according to environmental and resource extraction practices. By providing drilling services, it facilities the assessment of mineral and energy resources.

Director: Pat Phelan, 424-5764

NOVA SCOTIA DEPARTMENT OF TOURISM

Nova Scotia Department of Tourism
3rd Floor, Terminal Building
5151 Terminal Road
P.O.Box 456
Halifax, Nova Scotia
B3J 2R5
(902) 424-5000

The Department of Tourism is the key provincial support and service agency dealing with the tourism industry in Nova Scotia. The Department offers supportive services through the following divisions:

Finance and Administration Division

This division administers two grant programs: one which provides assistance to the 10 provincially-operated regional tourism associations, and the other which provides assistance to municipal bureaus:

Director: Brian McDonough
424-5000 (ext. 128)

Industry Development Division

This division provides counselling, training, inspection, planning and development assistance to the tourist industry.

Director: Brian Gallivan
424-5000 (ext. 154)

Training and Inspection Services

This section administers the Hotel Regulations Act and Camping Establishments Regulation Act, conducting inspections of all camping and fixed-roof accommodations. Many pitfalls can be avoided by

discussing the project and your plans before commencement of construction or purchase.

The section also maintains an extensive library of training films, videotapes, slide presentations and printed material which can be used to tailor a training program to meet specific training objectives in hospitality services. Such a program can be prepared and delivered by a departmental representative, or the films, tapes and/or a combination of these can be loaned to individual properties to conduct their own training programs.

Manager: Douglas Matthews
424-5000 (ext. 152)

Architectural Services

The Departmental Architect can advise you on construction standards for tourism facilities. The architect also performs construction inspections prior to the licensing of facilities.

Departmental Architect: Christopher Hollebone
424-5000 (ext. 160)

Planning and Development

This section provides counselling services in the planning and development of tourist facilities. The section also administers a financial contribution program for the private sector in conjunction with the Federal Government: the Canada-Nova Scotia Tourism Subsidiary Agreement. Funds are available for the establishment, expansion or modernization of tourist facilities; and for feasibility studies, business planning and market development.

Manager: Bernard LeBlanc
424-5000 (ext. 156)

Marketing and Promotion Division

This division markets Nova Scotia as a vacation destination both at home and abroad. Over 400,000 copies of the Nova Scotia Travel Guide are published annually and distributed throughout Canada, the United States and the world, free of charge, to both actual and potential visitors to Nova Scotia.

Director: Daniel Brennan
424-5000 (ext. 106 and 107)

Attractions and Events

This program develops and promotes major events and attractions through financial assistance and counselling.

Manager: Patricia Lynch
424-5000 (ext. 121)

Market Development

This section identifies and develops new markets, implements major promotions, develops convention and meeting business, supplies promotional material for marketing purposes and produces travel literature. Private operators can purchase advertising in the Nova Scotia Travel Guide.

Manager: Michele McKenzie
424-5000 (ext. 110)

Research

This section can provide a variety of useful statistics on visitor travel to Nova Scotia and trends in accommodation demand and supply. Such statistics provide insights into the travel industry in Nova Scotia that could be very helpful in making basic decisions and projections regarding your new business in Nova Scotia.

Manager: Gary Young
424-5000 (ext. 124)

Travel Trade

This section encourages relationships between wholesale and retail travel agents, the transportation sector and the tourism industry. Marketing assistance is available to tour operators in the form of cooperative advertising plans, familiarization tours and audio-visual materials.

Manager: David Townsend
424-5000 (ext. 112)

Outdoor Products

This section promotes and develops outdoor tourism opportunities through the development, expansion and upgrading of private sector properties.

Manager: Bill Bryson
424-5000 (ext. 114)

Travel Information Division

This division operates provincial tourist information centres. If you are establishing a new tourism-related business and your target market is the visitor travelling in Nova Scotia, you will want both to develop and distribute your brochure. This division also operates a literature distribution centre and service. If you provide the centre with copies of your brochure, they will be distributed to provincial information centres. You may also wish to borrow films or slide shows produced by this division to promote your area, your property, or Nova Scotia in general.

Director: Alex MacLean
424-5000 (ext. 166)

NOVA SCOTIA DEPARTMENT OF TRANSPORTATION

Nova Scotia Department of Transportation
P.O. Box 186
Halifax, Nova Scotia
B3J 2N2
424-5837

Communications Policy Division

This division administers Nova Scotia policy with respect to electronic networks, including telecommunications carriage, cable television and broadcasting.

Director: D. Colville, 424-7678

Engineering Division

This division has responsibility for design, detailed engineering drawings and specifications and the calling of public tenders for the construction of roads and structures.

Director: D.W. MacIntosh, 424-5491

Maintenance Division

This division administers the Highway Act; provides summer and winter maintenance of all provincial highways; establishes route restrictions for heavy vehicles; issues building permits for commercial establishments, and driveway permits on controlled access highways; and manages the in-province ferry system.

For further information, contact your county office listed in the telephone directory under Transportation (Department of).

Director: K.A. MacDermid, 424-4080

Planning Division

This office determines the current and future highway needs throughout the province. Business people may discuss highway access for a potential business with planners.

Director: R.M. MacDonald, 424-4193

Traffic Division

The function of this office is the regulation and control of traffic on all provincial highways. Traffic counts are done throughout Nova Scotia and reports of these counts are available on request.

Director: Fred Lee, 424-4268

Transportation Policy Division

This division provides advice and assistance on the broad issue of transportation (land, sea, air); participates in federal/provincial committees on transportation in the Atlantic region; coordinates activities with the Atlantic Provinces Transportation Commission (APTC), Physical Distribution Advisory Service (PDAS), and Freight Audit Service (FAS). For more information on these agencies, refer to Chapter 5.

Director: D.J. MacDougall, 424-6725

REGISTRY OF MOTOR VEHICLES

Registry of Motor Vehicles
6061 Young Street, 2nd Floor
Halifax, Nova Scotia
B3J 2Z3
424-5530

Under the Department of Transportation, the Registry of Motor Vehicles is comprised of three divisions as outlined below. These divisions provide public service related to motor vehicles and drivers. They also generate and collect revenues, carry out law enforcement activities to ensure a safe, economical and efficient operation of motor vehicles and drivers on Nova Scotia highways.

Registrar: Syed M. Ali, 424-4597

Highway Safety and Field Programs Division

This division, through five operating sections, is responsible for the administration of the Motor Vehicles Act as it relates to the suspension and reinstatement of drivers' licenses, the demerit point system, driver improvement requirements, financial-responsibility insurance requirements and qualification of drivers under the classified driver licensing system. It also renders cooperation and assistance to many other departments, agencies and organizations fulfilling related programs of traffic accident prevention, including the direction of the driver education coordinator, the coordinator of motorcycle training, and the administration of the Medical Advisory Committee on Driver Licensing.

Director: G.L. Allen, 424-4250

Licenses and Registrations Division

The Licences and Registrations Division is responsible for administration of those provisions of the Motor Vehicle and Snow Vehicle Acts relating to registration, identification and control of drivers and vehicles operating on public highways, licensing and regulation of vehicle dealers and snow vehicles operated in the province. These responsibilities include the collection and accounting of fees applicable to registration and transfer of vehicles, the issue of drivers' and vehicle dealers' licenses, and the calculation and collection of revenue associated with the Health Services Tax applicable on the private sales of vehicles.

The Licences and Registrations Division provides a public counter service in Sydney and Halifax, and a mail transaction service in Halifax.

The Province of Nova Scotia is a participating member in the Canadian Agreement on Vehicle Registration, which provides for prorated commercial registration fees for commercial vehicles operated interprovincially. The Licences and Registrations Division is responsible for administration of the agreement.

The division maintains cooperative endeavours with motor vehicle dealers and manufacturers to assist manufacturers' recall campaigns. The division also provides data to Statistics Canada in connection with its fuel consumption surveys and to the Energy Supplies Allocation Board in its planning toward fuel consumption/allocation systems and procedures.

Director: C. Ernest Pass, 424-5531

Motor Vehicle Inspection Division

Through the Road Transport and the Motor Vehicle Inspection section, the division administers the programs, systems, and procedures relative to law enforcement under the Motor Vehicle Act, the Public Highways Act, the Motor Carrier Act, the Gasoline and Diesel Oil Tax Act and the Federal Safety and Transportation Acts.

Motor Vehicle Inspection Section

With 14 motor vehicle inspectors located at various locations within the province, the section directly oversees the qualifications, licensing, appointment and performance of over 1,197 Official Inspection Stations and some 2,562 inspection mechanics. A fully equipped Mobile Inspection Unit also helps determine the calibre of inspections being performed by an officially appointed inspections station. The Mobile Unit is used at the request of various law enforcement agencies such as the RCMP and city and town police and, in conjunction with their forces, covers the entire province on a regular, ongoing basis.

The Motor Vehicle Inspection Section also assists the Licenses and Registrations Division of the Registry of Motor Vehicles in the enforcement of Motor Vehicle Dealer Regulations through regular inspection of the premises, and the auditing of the records, of about 850 dealers.

In addition, the Motor Vehicle Inspection Division provides counter, 'phone, telex, transceiver, and mail services to the public; issues permits for movement of overweight and oversize vehicles; assists applicants of commercial vehicles in determining legal weights for registration purposes; and attends to enquiries on standards of mechanical fitness, etc., on all categories of motor vehicles, including first-time imported or manufactured vehicles.

Director: A.T. Tucker, 424-4122

Road Transport Inspection Section

Operating from five strategically located scalehouses in the province, 30 road transport inspectors enforce the above mentioned acts and regulations related to commercial vehicles, with particular regard to the maximum permissible weights and dimensions of vehicles, securing of loads to the vehicles, proper registration, mechanical fitness and operating authority under the Motor Carrier Act. In addition, 11 mobile road transport inspectors carry out similar duties by regularly patrolling the provincial highway network. These activities establish a much-needed deterrent against offences such as overloading, improper registration and mechanical unworthiness of commercial vehicles. This division helps protect the public investment in the provincial highway network and ensures the safe and orderly use of the highway system by the trucking industry.

Director: A.T. Tucker, 424-4122

NOVA SCOTIA RESEARCH FOUNDATION CORPORATION (NSRFC)

Nova Scotia Research Foundation Corporation
100 Fenwick Street
P.O. Box 790
Dartmouth, Nova Scotia
B2Y 3Z7
(902)424-8670
Telex: 019-22719
Telecopier: (902)465-7384

President: T.B. Nickerson, P.Eng.

Nova Scotia Research was established in 1946 by the Province of Nova Scotia to use science and technology to assist in the economic development of Nova Scotia.

Three operating divisions - Industry Services, Applied Science and Product Development - carry out technical assignments each year for 600 companies and government departments.

The corporation's activities focus on two themes - assistance to industry in the solution of today's technical problems and new product/process innovation in response to tomorrow's opportunities. While the corporation uses its capabilities to serve all sectors of Nova Scotia's industrial economy, particular emphasis is placed on technological support for the secondary manufacturing industry. The corporation emphasizes the potential for ocean industry development in Nova Scotia.

Industry Services

Technical assistance to small and medium sized manufacturers to improve productivity and technological capabilities.

Field Service

- Technical Information/Literature Searches
- In-Plant Problem Solving
- National Research Council's Industrial Research Assistance Program
- Technology Transfer
- Technology Patent Searches

Project Services

- Market Analysis
- Fisheries Engineering
- Agricultural Engineering
- Mathematics and Computer Applications
- Glassblowing

Materials

- Mechanical and Metallurgical Testing
- Welding Procedure Qualification
- Failure Analysis
- Ceramics R & D
- Corrosion R & D

Library

- Computer Data Base Searches
- Technical Searches

Contact

J.R. Helliwell, Vice-President

Applied Science

Assistance to industry and government with R & D and scientific services related to Nova Scotia's natural resources.

Coal Technology

- Process development and economic studies relating to the utilization of Nova Scotia's coal resources
- Coal liquefaction R & D
- Spray testing and rheology studies on coal-liquid fuels
- Mineral utilization and industrial waste management

Analytical and Environmental Chemistry

- Lube Oil Wear Analysis
- Drinking and Process Water Assessment

- PCBs
- Asbestos
- Air Quality Monitoring
- Pressure-treated Wood Quality Monitoring
- Instrumentation for Fish Quality Assessment

Biology

- Mycorrhizal fungi R & D to improve growth of coniferous trees and agricultural crops
- Nitrogen fixation in agricultural crops
- Liquid and semi-solid bacterial and fungal fermentations
- Microbiological analysis
- Quality and sanitation surveys of food handling operations

Geophysics

- Marine Surveys for Geotechnical and Geological Studies
- Land Geophysical Surveys
- Borehole Geophysical Logging
- Data Reduction, Analysis and Interpretation

Contact

D.E.T. Bidgood, Vice-President

Product Development

- Engineering, manufacturing and marketing to develop Nova Scotia products for international markets.
  - Marine Electrical Slip Rings
  - Fluid Rotary Unions
  - Diving Life Support Equipment
  - Geophysical Marine Equipment
  - Underwater Instrumentation

- Export sales to the worldwide ocean industry marketplace. Agents and distributors located in:
  - California, U.S.A.
  - Gulf Coast, U.S.A.
  - New England, U.S.A.
  - United Kingdom
  - Norway
  - Denmark and Sweden
  - Holland
  - West Germany
  - France
  - Belgium
  - Singapore
  - Australia

- Nova Magnetics Limited, a wholly-owned subsidiary, designs, manufactures and markets magnetically-coupled "zero leakage" blowers and pumps for the nuclear and chemical industry.

- Mechanical/electronic engineering and product design assistance for Nova Scotia industry.

- Microelectronics assistance provided through the Applied Microelectronics Institute, a joint venture of NSRFC, Dalhousie University and the Technical University of Nova Scotia.

Contact

C.R. Tyner, Vice-President

NOVA SCOTIA RESOURCES DEVELOPMENT BOARD (NSRDB)

Nova Scotia Resources Development Board
World Trade and Convention Centre
1800 Argyle Street
P.O. Box 519
Halifax, Nova Scotia
B3J 2R7
424-5670

The Resources Development Board was created to ensure financial support for Nova Scotia businesses directly involved in tourism and resource industries sectors. A support staff to the board is responsible for the promotion and administration of loan programs.

Industrial Loan Program

In accordance with the Industrial Loan Act, loans are available to businesses engaged in the tourist industry and for processing plants in agriculture, forestry, fisheries and other natural resource-related industries.

Type of Assistance

Loan financing is available to a maximum of 75% of the value of the project. The term of such loans may be extended to a maximum of 20 years.

Contact

Donald H. Snow, Manager
Nova Scotia Resources Development Board
424-5670

or the Small Business Service Centre of the Nova Scota Department of Development nearest you.

NOVA SCOTIA VENTURE CORPORATIONS BOARD (NSVCB)

Nova Scotia Venture Corporations Board
World Trade and Convention Centre
1800 Argyle Street
P.O. Box 519
Halifax, Nova Scotia
B3J 2R7
424-4087 or 424-4238

In accordance with the Nova Scotia Venture Corporations Act, NSVCB ensures the availability of risk capital throughout the province by providing financial incentives to Venture Capital Corporations (VCCs), which in turn provide risk capital and management assistance to small businesses.

Type of Assistance

The government loans to the Venture Capital Corporation an amount equal to its paid-in equity. The loan is interest free for 10 years and repayment also starts at that time.

Eligibility

In order to form a venture corporation, 51% of the major shareholders must be Nova Scotia residents. Investors must form a Venture Capital Corporation with paid-in equity between $25,000 and $5,000,000. At least one shareholder (or group of affiliated shareholders) must own 30% of the Venture Capital Corporation shares or $150,000 equity.

Independent investments are made by the VCC (by purchase of equity or an unsecured loan) in eligible Nova Scotia companies. A list of registered VCCs is available. Prescribed business activities include: manufacturing and processing, tourism, mineral exploration, video and audio studios, printing and publishing, research and development, farming, fishing, aquaculture, computer services, shipping, transportation and geological services.

At least $50,000 must be invested by the end of the first year, $100,000 by the end of the second. Through the Venture Corporations Act, the Nova Scotia Government matches the VCC's paid-in equity with a loan which is interest free for the first 10 years.

Investee companies of the VCC must have no more than 100 employees and 75% of the wages and salaries must be paid to Nova Scotia residents. VCC investments in small businesses cannot exceed 49% of shares, and investment must be at arms length. The investment may **not** be used by a small business for relending, reinvesting or investment in land (except as incidental to business purposes).

Contact

Robert Hanna
Director, Venture Corporations Act
424-4087 or 424-4238

or the Small Business Service Centre of the Nova Scotia Department of Development nearest you.

SMALL BUSINESS DEVELOPMENT CORPORATION (SBDC)

Small Business Development Corporation
Dartmouth Professional Centre, Suite 100
277 Pleasant Street
Dartmouth, Nova Scotia
B2Y 4B7
424-4920

The Small Business Development Corporation makes financing available to small enterprises wishing to start up, expand or modernize.

SBDC provides term loans secured by fixed assets and loan guarantees (in special circumstances) for any business with less than $2 million annual sales and less than 50 employees.

Financial assistance may be used for the purchase of land, building, machinery, equipment and other fixed assets. Loans are **not** available for re-financing or for normal bank financing of receivables and inventories.

The Small Business Development Corporation has loans officers attached to each of the Nova Scotia Department of Development Small Business Service Centres who will assist with applications and offer advice before and after a loan is made.

Terms and Conditions of Loans

- The maximum loan is $250,000 and the minimum is $5,000.
- The interest rate is established quarterly and remains fixed for the life of the loan.
- Repayment terms are flexible, depending on individual cases. Maximum terms are:
    - land and building -- 20 years;
    - machinery and equipment -- 10 years.
- Principal security usually consists of a fixed and floating charge debenture or a first charge on fixed assets.

Credit Criteria

The economic viability of the applicant will be assessed. Adequate management, expected earnings calculations and a satisfactory equity position of at least 20% are required.

Other Criteria

Most Nova Scotia small businesses are eligible, but preference will be given to businesses which create additional jobs.

The following may **not** apply:

- non-profit organizations;
- professional and related services;
- residential and rental accommodations;
- financial and insurance agencies;
- real estate and land developers; and
- small businesses covered by other provincial lending agencies (e.g., Fishermen's Loan Board, Farm Loan Board, Timber Loan Board).

Contact

Harold Clarke, Director
Small Business Development Corporation
Dartmouth, Nova Scotia
424-4920

or the Small Business Service Centre of the Nova Scotia Department of Development nearest you.

STRAIT OF CANSO INDUSTRIAL DEVELOPMENT AUTHORITY (SCIDA)

Strait of Canso Industrial Development Authority
P.O. Box 610
Port Hawkesbury, Nova Scotia
B0E 2V0
625-1631

The Authority operates according to the terms of the Canada/Nova Scotia Strait of Canso Development Agreement to pursue new and expanded employment opportunities and economic development in the Strait

of Canso area. It is the agency responsible for the implementation of the projects financed under the agreement.

The agreement provides assistance for identified industrial opportunities in the Strait of Canso area which cannot be assisted under other federal and provincial programs. Assistance is contingent upon an acknowledged financial commitment by the private sector. Examples of projects which might be assisted under the agreement include development and expansion of industrial parks and marine facilities, and the provision of industrial infrastructure.

Industrial development in the Strait of Canso area is based on the deep-water, ice-free harbour and the proximity of the land-based and offshore natural resources. The agreement aims to maximize the economic impact of these resources by attracting industries which have strong linkages with existing and potential industries in the local area, in the rest of Nova Scotia and in the Atlantic region.

Contact

Keith MacDonald
Executive Director, SCIDA
625-1631

VOLUNTARY PLANNING BOARD (VPB)

Voluntary Planning Board
World Trade and Convention Centre
1800 Argyle Street
P.O. Box 519
Halifax, Nova Scotia
B3J 2R7
424-5682

Established as a vehicle for the private sector to become voluntarily involved in economic and development planning, the board provides a balanced, responsible and recognized link between government at all levels and the private sector.

The Voluntary Planning Board is composed of sector and council chairmen, plus other representatives of business, labour and government. Standing Sectors/Committees represent the grass-root elements of business and industry in the following sectors:

- Agriculture
- Construction
- Energy
- Fisheries
- Forestry
- Human Resources
- Land Resources
- Manufacturing
- Mining
- Research and Development
- Taxation
- Tourism
- Transportation
- Voluntary Associations for Community Development (VACD).

Special committees may be formed for a special task as required, e.g. Implementation of the Development Strategy, Planning Act Review.

A small professional staff provides administrative and technical support to the volunteers. The staff is resident in and financed by the Nova Scotia Department of Development. However, VPB is independent of direct influence, and maintains an arm's length relationship with government.

Director: Naomi Blanchard 424-5682

CHAPTER 3

SELECT PROGRAMS, SERVICES AND AGENCIES OF THE FEDERAL GOVERNMENT

ENTERPRISE CAPE BRETON (ECB)

Enterprise Cape Breton acts as a central clearing house for all federal organizations involved with Cape Breton development, including all programs of the Department of Regional Industrial Expansion (DRIE) and the Cape Breton Development Corporation (DEVCO). As well, Enterprise Cape Breton (ECB) works in close contact with the Strait of Canso Industrial Development Authority (SCIDA), the Nova Scotia Department of Development (DOD) and the Canada Employment and Immigration Commission (CEIC).

For more information contact:

Enterprise Cape Breton
295 Charlotte Street
P.O. Box 2001
Sydney, Nova Scotia
B1P 6K7
565-9460

CAPE BRETON DEVELOPMENT CORPORATION (DEVCO)

Cape Breton Development Corporation
P.O. Box 1750
Sydney, Nova Scotia
B1P 6T7
564-3600

The Cape Breton Development Corporation was established in 1967 to deal with a critical situation on Cape Breton Island arising from threatened closure of the Sydney coalfields. The closure of the mines, upon which the people and the economy of the area were dependent, was imminent unless a substantial capital investment was made for their rehabilitation and modernization. The Governments of Canada and Nova Scotia created the corporation to handle the problem. It was organized in two main divisions: Coal and Industrial Development.

While the Coal Division is successfully revitalizing the Cape Breton coal industry, the Industrial Development Division is attempting to provide new employment opportunities and establish a more diversified economy. The Crown Corporation is now wholly owned by the Government of Canada.

Creation of the new agency, Enterprise Cape Breton, and its close relationship with the Industrial Development Division calls for a restructuring of the division's program delivery system.

The mission of the Industrial Development Division is to support the establishment and maintenance of viable private enterprises on Cape Breton Island, thereby improving the economic base leading to stable employment opportunities on the Island. Corporation-owned/operated facilities are being sold or leased to private operators as their cash flows warrant private investment.

The programs offered by Enterprise Cape Breton are part of an industrial development thrust. Enterprise Cape Breton acts as the principal point of entry for large scale development projects on Cape Breton Island and the Mulgrave area. It will develop potential entrepreneurs to the management level necessary to access Enterprise Cape Breton programs. It will also endeavour to maintain existing jobs where possible.

The development policy of the Industrial Development Division combined with the programs of Enterprise Cape Breton offer the widest, most innovative, developmental range of programming available on the continent. Indeed, if the combination succeeds it will provide a valuable model for economic development throughout the country.

The corporation actively participates in the financing of proposals or projects that pass initial evaluation standards as a supplement to regular government assistance programs. Assistance includes loans, equity, lease-back and other financial incentives. The corporation actively participates as a venture capitalist in equity positions.

The corporation owns and operates Sydport Industrial Park at Point Edward and has participated in incubator industry centres in Cape Breton, where subsidized industrial space is made available to small industry.

Contact

Mr. Blaine Gillis, Director of Development
Industrial Promotion Department
Industrial Development Division, DEVCO
564-3600

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION (DRIE)

Department of Regional Industrial Expansion
Nova Scotia Regional Office
P.O. Box 940, Station M
1496 Lower Water Street
Halifax, Nova Scotia
B3J 2V9
426-2018

Enterprise Cape Breton (ECB)
295 Charlotte Street
P.O. Box 2001
Sydney, Nova Scotia
B1P 6K7
565-9460

DRIE is the major federal government agency dealing with industrial, commercial and tourism activity in Nova Scotia. The regional office of DRIE in Halifax and the ECB office in Sydney work with the business, labour and academic communities, and with other governments, to expand markets, stimulate investment and improve industrial competitiveness.

Priority areas include the establishment of new technology-based firms with market growth potential; the renewal, expansion and modernization of existing firms; export trade promotion; tourism development and promotion; and improvement of the business climate.

DRIE provides a range of departmental services to the provincial business community and is responsible for the delivery of a number of financial assistance programs.

Industrial and Regional Development Program (IRDP)

IRDP is a program of DRIE and is intended to assist the needs of small and medium-sized businesses. It is designed to provide assistance at several phases of a project's development and growth.

Tiers

IRDP applies to all regions of Canada. Four tiers have been established with different levels of assistance. Tier levels are decided based on local unemployment, the level of personal income and the provincial fiscal capacity.

Beginning with Tier I, which applies to Canada's most developed areas, the level of assistance progressively increases to the Tier IV category, designed to assist Canada's most economically disadvantaged areas. With the exception of the Halifax area (which is in Tier I), Nova Scotia is in Tier III or IV.

Eligibility

Only manufacturing and processing industries are eligible for IRDP assistance. Individuals, corporations, partnerships, cooperatives and non-profit organizations are eligible for consideration, provided the project is undertaken in Canada. Crown Corporations are **not** eligible.

To qualify for assistance, projects must be eligible, commercially viable, seen to be of significant national and regional economic benefit and must be projects that would not proceed without IRDP aid.

Type of Assistance

IRDP assistance is available for innovation, plant establishment, modernization/expansion, and marketing, although the plant establishment and modernization/expansion elements do not apply in Tier I. The program provides contributions and repayable contributions.

Applications will be evaluated individually on their own merits and contributions offered as required, up to tier maxima (refer to the following table).

LEVELS OF ASSISTANCE

Program Element	Maximum Level of Assistance by Tier (% of eligible project costs)				
	I	Special I	II	III	IV
Innovation	33.3	33.3	40	50	50
Establishment					
1. Studies	N/A	30	30	37.5	37.5
2. Plant Expansion	N/A	17.5	17.5	25	30
Modernization/Expansion					
1. Studies	N/A	30	30	37.5	37.5
2. Modernization/Expansion	N/A	17.5	17.5	25	25
3. Microelectronics	N/A	30	30	37.5	37.5
Marketing					
1. Non-Profit Organizations	45	45	45	45	45
2. Studies	25	25	30	37.5	37.5

Contact

For an IRDP application form or consultation, call 426-2018 in Halifax or call Enterprise Cape Breton in Sydney: 565-9460.

Atlantic Enterprise Program (AEP)

The Atlantic Enterprise Program provides loan insurance and contributions to business to buy down, or reduce, interest costs up to a maximum of 6 per cent on new term loans for approved projects in an eligible sector. Term loans of $250,000 or more are eligible for loan insurance.

The Prime Minister recently announced that steps have been taken to reduce this threshold from $250,000 to $100,000 for loan insurance projects and to $25,000 for interest buy-down projects. It is expected that the new threshold levels will be implemented in early 1987.

The AEP applies to projects in the following sectors:

- Agricultural Industries
- Aquaculture
- Business Service Industries
- Commercial R & D Facilities
- Freight Forwarding Industry
- Logging Industry
- Manufacturing
- Mining and Related Services
- Other Service Industries
- Storage and Warehousing Industries
- Tourism
- Repair Services to industry and to the resource sector

Program for Export Market Development (PEMD)

PEMD helps incorporated businesses develop, increase and sustain their activities by sharing the costs of specific export marketing efforts. It encourages businesses that have not exported previously to begin export marketing, and assists established exporters in expanding their activities into new markets. The program provides up to 50% of the costs incurred by a company in its penetration of new markets. These contributions are repayable as sales are made.

PEMD has various sections, each designed to meet a specific type of marketing need that will contribute to increases in Canadian export sales.

Section A: Specific Project Bidding shares the cost of pre-contractual work (studies, bid preparation, etc.) relative to specific projects anywhere outside Canada.

Section B: Market Identification helps companies undertake marketing identification trips to explore new markets for Canadian goods and services.

Section C: Participation in Trade Fairs helps Canadian exporters participate in trade fairs outside Canada other than in Canadian national stands.

Section D: Incoming Buyers assists with transportation and personnel costs of foreign buyers to examine Canadian products and production.

Section E: Export Consortia provides assistance with costs incurred in the feasibility study, formation and initial operation of a consortium.

Section F: Sustained Export Marketing provides assistance for sustained export market activity.

PEMD: Food provides assistance in support of traditional export development activities specific to the needs and opportunities of agriculture, fisheries and food products.

Contact

DRIE (Nova Scotia Regional Office)
Trade Section
426-7540

Promotional Projects Program (PPP)

PPP assists Canadian businesses in the exploitation of foreign markets through participation in promotional events. These events are designed to increase the knowledge of foreign buyers about Canadian products and capability and to undertake export market intelligence-gathering operations.

NOTE: When a business is eligible for assistance under PPP, PEMD assistance does not apply.

The program encompasses a wide variety of trade promotion techniques within three general categories: trade fairs abroad, trade missions, and trade visitors.

Trade Fairs Abroad

A complete exhibition service is provided to permit companies to expose products or services to governments, business communities, or consumers in foreign markets. A participation fee based on $50 per square metre is refunded upon completion of the event. Generally 100% of the space and exhibit costs are borne by the government, including costs of returning unsold products to the company plant. Interpreters, hosts and hostesses, and the unpacking and placing of materials at the exhibitions, in-store promotions, catalogue shows or information booths are the responsibility of the company.

Trade Missions

Incoming and outgoing missions are planned and managed by the government, which pays 100% of the airfare costs in both cases. Hotels, meals and incidental charges for incoming mission members are absorbed by the government. Missions may be ministerial and high-level missions, commodity-oriented trade missions, seminars, or economic and industrial cooperation missions.

Trade Visitors

The government invites influential foreign business people (buyers) and government delegates to examine Canadian goods and services and to inspect the industrial capability of Canadian firms. Expenses paid include 100% of the accommodation and airfare of visitors.

Projects are initiated by the government and reflect those events developed in consultation with the DRIE industry sector branches and regional offices, as well as trade commissioners aborad, to achieve the government's market development objectives.

The program is designed to benefit as wide a cross-section of Canadian industry as possible by providing the opportunity to promote Canadian manufacturing capabilities, services and products in the marketplaces of the world.

Contact

DRIE (Nova Scotia Regional Office)
Trade Section
426-7540

Small Business Loans Act (SBLA)

The SBLA loan guarantee is available to new and existing small business enterprises whose annual gross revenues do not exceed $2 million during the fiscal period in which the application is made. An eligible new business is an enterprise whose estimated gross revenue in the first fiscal period (not less than 52 weeks) does not exceed $2 million.

Loan applications under the act are approved without unnecessary delays as SBLA-guaranteed loans are made directly between the borrower and eligible lenders with no prior approval of the federal government necessary.

Eligibility

Loans can be made to small business enterprises in manufacturing, wholesale or retail trade, the service industry, construction, transportation, communications and real estate. Insurance agents and brokers are also eligible. Small businesses engaged in finance, or in a profession, and non-profit organizations are not eligible.

SBLA loans are available for:

- the purchase of fixed or moveable equipment, including the cost of installation, renovation and improvement or modernization of equipment;
- the purchase or construction of new premises or the improvement or modernization of existing premises; and
- the purchase of land for the operation of a business, including the purchase of buildings thereon.

SBLA loans are **not** for:

- working capital requirements; or
- the refinancing or repayment of existing debt.

Terms and Conditions of Loans

The maximum amount a small business may have outstanding under the act at any one time may not exceed $100,000.

Subject to this maximum, loans can be used to finance:

- up to 80% of the cost, including installation, of fixed or moveable equipment; and
- up to 90% of the cost of the purchase or construction of new premises, the purchase of land, or the renovation or improvement of existing premises.

The rate of interest on SBLA loans is set at 1% over the prime lending rates of the chartered banks and fluctuates (higher or lower) with changes in the prime lending rates of the chartered banks for the duration of the loan.

The maximum period over which a loan may be repaid is 10 years. Installments on a loan must be paid at least annually. They may be paid more frequently at the discretion of the lender.

All small business loans must be secured. Security may be in the form of land or chattel mortgages or other securities that the lender sees to be required. The borrower is also required to sign a note promising to repay the loan. Other terms and conditions are worked out between the lender and the borrower.

Contact

All chartered banks are authorized to make small business loans under the provisions of the Small Business Loans Act. In addition, loans may be made by credit unions, caisses populaires, other cooperative societies,and trust companies which have applied and have been designated as lenders under the act. Application forms are available from any of these sources.

Ocean Industry Development Office (OIDO)

The OIDO promotes the development of new, and the expansion of existing, ocean industries in Nova Scotia.

Applied Research Support Program

This program assists ocean-oriented firms and institutions with the acquisition of sophisticated produce and test equipment, facilities and technology to undertake industrial research.

Amount of Assistance

Due to the nature of the activities and facilities involved, there are no established assistance or percentage limitations on offers. In some cases, contributions of up to 100% of approved costs may be offered.

Capital Assistance Program

This program provides financial assistance towards the cost of approved capital assets. Assistance is available for expansion of existing facilities or establishment of a new business.

Amount of Assistance

Manufacturing Industries - Contributions of up to 40% of the approved capital costs of eligible assets, to a maximum of $500,000.

Service Industries - Contributions of up to 60% of the capital costs of eligible assets, to a maximum of $750,000.

Marketing Assistance Program

This program maximizes the development of Canadian and export markets for ocean-related goods and services.

Amount of Assistance

For applicants who receive assistance under the Program for Export Market Development (PEMD) or Promotional Project Program (PPP), a supplement will be provided up to the normal program limits.

For applicants who do not receive assistance under PEMD or PPP: 1) a per diem allowance for time spent outside the Atlantic region; 2) a contribution of 75% of economy airfare; and, 3) a contribution of 75% of the cost of special and unusual costs, including translation services.

Contact

For information on any of the above programs, contact:

Ocean Industry Development Office
Ferry Terminal Building
5077 George Street, 2nd Floor
Halifax, Nova Scotia
B3J 1M3
426-8450
Telex 019-22790

EXPORT DEVELOPMENT CORPORATION (EDC)

Peter Kavanagh, General Manager
Connla Wood, Manager, Business Development
Export Development Corporation
1791 Barrington Street, Suite 1003
Halifax, Nova Scotia
B3J 3L1
429-0426

The Export Development Corporation (EDC) is a Crown corporation that provides financial services to Canadian exporters and foreign buyers to facilitate and develop export trade. It does this through a wide range of insurance, guarantee and loan services not normally provided by the private sector.

EDC offers support to Canadian exporters who offer products competitive in price, quality, delivery and service in the international marketplace. Exporters in other countries have access to similar support facilities from their governments.

EDC is sensitive to the needs of the smaller exporter. There is no minimum value of export business required to qualify for support. The corporation continually reviews its programs and is prepared to consider tailoring its facilities -- within its legislative limits -- to meet the specific needs of exporters with high potential for growth and competitiveness.

Insurance Services

Canadian firms of any size can insure their export sales against nonpayment by foreign buyers. EDC normally assumes 90% of the commercial and political risks, involving insolvency, default, or repudiation or cancellation of a contract by the buyer, as well as blockage of funds, war or rebellion, cancellation of

import licenses and the like in a foreign country, and cancellation of export permits in Canada.

Normally EDC covers both the commercial and political risks inherent in export transactions. However, in certain circumstances, EDC is prepared to cover only the political risk.

Almost any kind of transaction involving the export of goods, services or technology may be insured. Insurance is available to cover sales of general commodities and services normally made on short-term credit of up to 180 days, agricultural products sold on credit terms of up to three years, and capital goods and services made on medium-term credit of up to five years.

To facilitate the exporter's banking arrangements, EDC will agree to pay any proceeds of a loss payable under an exporter's policy to a bank or other financial organization.

If a bank or other financial institution agrees to purchase an insured foreign receivable from an exporter on a limited recourse basis, EDC is prepared to agree to the assignment of the exporter's rights and obligations under the policy to the bank or financial institution. However, should a loss be occasioned by any factor within the exporter's control, the bank or financial institution may exercise recourse to the exporter.

Types of Insurance Programs

Global Comprehensive Insurance provides cover to the exporter against both commercial and political risks inherent in an export transaction made on short-term credit. An exporter is required to insure all export sales unless excluded by EDC.

Global Political Insurance provides cover against specified political risks. An exporter is required to insure all short-term credit sales unless excluded by EDC.

Selective Political Insurance provides cover against specified political risks. An exporter may select the countries to be covered, but all sales to buyers in those countries must be insured.

Specific Transaction Insurance provides cover for individual tranactions involving capital goods and services either from the effective date of contract or the shipment of goods until payment is received.

Specific Transaction Subsupplier Insurance (Foreign Risks) protects subsuppliers on transactions supported by EDC if the foreign buyer is unable or unwilling to pay the exporter and, as a result, the subsupplier does not receive payment.

Specific Transaction Subsupplier Insurance (Domestic Risks) protects subsuppliers on transactions supported by EDC if the exporter is unable or unwilling to pay the subsupplier as long as the subsupplier is not at fault.

USA Commercial Risk (Small Business) Insurance provides cover to the exporter against commercial risks inherent in export sales made to the U.S. on short-term credit. Features include simplified paperwork and sourcing of credit information for the exporter by EDC, on request, for a small fee.

USA Commercial Risk (Deductible) Insurance provides cover to the exporter against commercial risks inherent in export sales made to the US on short-term credit. A choice of deductibles is offered and the higher the deductible, the lower the premium.

Short-Term Bulk Agriculture Credits Insurance provides cover to the exporter of bulk agricultural products against political and commercial risks inherent in export sales to foreign governments, and in export sales to private buyers under irrevocable letters of credit. Features include competitive premium rates, fast turnaround times, and cover for credit terms of up to 360 days.

Medium-Term Bulk Agricultural Credits Insurance provides cover to the exporter of bulk agricultural products against political and commercial risks inherent in sales to foreign governments. Features include competitive premium rates, fast turnaround times, and cover for credit terms of up to three years when warranted by international competition.

Equipment (Political Risk) Insurance provides cover to exporters for equipment working on a foreign jobsite against political risks or actions by a foreign government that result in the loss of effective control over the use of the equipment.

In addition to credits insurance services, EDC has other types of insurance services available:

Loan Pre-disbursement Insurance provides cover to the exporter for the production risk from the effective date of financing until disbursement under the loan agreement is made.

Foreign Investment Insurance provides cover to the investor on investment in foreign countries for period of up to 15 years against three broad political risks: inconvertibility or the inability to repatriate earnings or capital; expropriation; and war or revolution.

Performance Security Insurance provides cover to the exporter against the arbitrary or improper call of an on-demand letter of credit or guarantee issued in favour of the buyer, directly or through a bank in the buyer's country.

Bid Security Insurance provides cover to the exporter against the arbitrary or improper call of an on-demand letter of credit or guarantee issued in favour of the buyer, directly or through a bank in the buyer's country.

Consortium Insurance provides cover to the members of an exporting consortium against the call of a performance instrument due to the non-performance of the other member(s) of the consortium.

Surety Bond Insurance provides cover for a domestic surety company that provides a performance bond to a foreign buyer.

Guarantees

The corporation issues guarantees to banks making export loans or issuing performance and bid securities.

Types of Guarantees

Specific Transaction Guarantees provide unconditional cover to banks and other lenders on non-recourse supplier financing.

Performance Security Guarantees provide cover to banks or other financial institutions against a call of security, usually in the form of an advance payment of performance guarantee, issued to a foreign buyer on behalf of a Canadian exporter.

Bid Security Guarantees provide cover to banks and other financial institutions with 10% recourse to the exporter against a call on the bond for any reason, or with 100% recourse in the event of a "proper" call, i.e. the exporter's failure to perform.

Medium-Term Bulk Agriculture Credits Guarantees provide cover to banks and other financial institutions that provide non-recourse financing for exports of agricultural products sold on credit terms of up to three years when warranted by international competition.

Loan Guarantees provide cover to banks and financial institutions providing loans to buyers of Canadian capital goods and services.

Short-Term Line of Credit Guarantees provide cover to banks and financial institutions extending lines of credit to foreign banks, which in turn finance purchases of Canadian goods sold on short-term credit.

Financing Services

EDC facilities medium- and long-range export financing to foreign buyers of Canadian capital goods and services. Funds are provided directly to Canadian suppliers on behalf of a foreign borrower or by purchasing credit notes payable to the Canadian suppliers, in effect providing the exporters with cash sales.

EDC financing services in themselves do not cover all payment risks to the exporters: they should avail themselves of EDC's complementary insurance services.

The EDC will consider all transactions which, on their own merits and within the framework of internationally accepted practices, normally justify financing for periods of two years or more and provide significant benefits to Canada.

In its financing programs, EDC seeks the maximum involvement of banks and other financial institutions, consistent with the requirements of international

competitiveness, and works with them in a number of ways to encourage them to provide part of the financing required, including the down payment, and construction-period and local-cost financing not normally provided by EDC itself. This involvement may take the form of parallel loans, co-lending, or participation in EDC loans.

Types of Financing

Loans are financing agreements in respect of a transaction, in which the terms of the financing have been agreed upon and the funds are disbursed under a disbursement procedures agreement signed by the borrow/buyer, the exporter and EDC.

Multiple Disbursement Agreement Loans are financing agreements where a buyer of a project (who normally will also be the borrower) requires, for planning purposes, that the terms of the financing be determined at an early stage and remain fixed during the life of the project. Normally, there will be several exporters of record under the project and therefore several Disbursement Procedures Agreements linked with the loan.

Protocols are memoranda of understanding between EDC and other institutions concerning financing.

A Line of Credit is a special kind of loan in which EDC lends to a bank or state institution in another country, which relends the funds to buyers of Canadian capital goods and services. Since rates and terms are determined when the lines are signed, allocations can be made with a minimum of negotiation.

A Note Purchase Program consists of three facilities, each involving the purchase by EDC (usually on a non-recourse basis) of promissory notes issued by foreign buyers to Canadian exporters for the purchase of Canadian goods and services. In the case of complex transactions, EDC and the exporter sign a Note Purchase Agreement in which the terms and conditions of the financing are established. In the case of straight forward transactions, either a Simplified Note Purchase or Forfaiting may be appropriate. These two facilities differ as to the security required. If the buyer is an internationally recognized good credit risk or if a sovereign risk is present, the Simplified Note Purchase facility may be

appropriate. If the credit risk if greater than that described above, a first-class bank guarantee would be required and the Forfaiting facility would apply.

Specialized Credits are special financing agreements available to Canadian entities. Eligible transactions are those for which goods are purchased in Canada by a Canadian buyer who will 1) lease such goods to another person for permanent use outside Canada or 2) use such goods themselves permanently outside Canada.

EDC's medium-term financing facilities - Forfaiting, Simplified Note Purchases, and Allocations Under Lines of Credit - are available to exporters through the corporation's regional offices. This initiative is intended to provide better access to EDC for exporters, especially small to medium-sized exporters, requiring medium-term financing for proposed export transactions of $1 million or less. These exporters have the option of dealing directly with an EDC regional office or the corporation's head office in Ottawa.

Contact

Connla Wood, Manager, Business Development
Export Development Corporation
429-0426

FEDERAL BUSINESS DEVELOPMENT BANK (FBDB)

Federal Business Development Bank
Atlantic Regional Office
Cogswell Tower, Suite 1400
Scotia Square
Halifax, Nova Scotia
B3J 3K1
426-7860

FBDB is a crown corporation that exists to promote and assist most types of businesses in Canada either at the start-up stage or some other stage in their development. It pays particular attention to the needs of small and medium-sized businesses. FBDB offers three principal services to Canada's business community: financial (loans, loan guarantees, and financial planning), investment banking, and management services (counselling, training and information).

Financial Services

The financial services of FBDB include Term Loans, Loan Guarantees and a Financial Planning Program.

Term Loans

Term loans allow FBDB customers to acquire fixed assets such as land, buildings, machinery and equipment. These loans can be offered at floating rates or at rates fixed for one, two, three, four or five years. Amortization can extend for longer periods depending on the nature of the financing, available security, repayment ability, etc. Floating interest rates can be switched to fixed rates at the borrower's request, for a nominal fee.

Term loans can also be extended to customers to finance many other business proposals, including the purchase of an existing business. In some cases, term loans can be made to replenish or increase the working capital of a business when it has been depleted by recent capital expenditures. Working capital loans can also be granted to finance increasing sales.

FBDB attempts to structure the loan repayment terms according to the client's ability to repay. It offers a variety of methods, such as equal or graduated monthly payment of principal (straight-line or stepped payments) or seasonal payments for businesses with revenues that vary greatly with the season.

Loan Guarantees

FBDB can also act as a guarantor for a client in its dealings with a chartered bank or other financial institutions. A small commission is charged for this service. The security required for a guarantee is usually the same as that required for a term loan.

Financial Planning Program

This program offers businesses four specific services to maximize their chances of getting assistance from lending institutions, investors or government agencies.

Financial matchmaking is a referral service whereby business people with money to invest are

matched with business people seeking funds. The bank's objective is to remain neutral and to have both parties reach a mutually satisfactory agreement.

Programmed do-it-yourself kits provide all the forms, documentation and explanations necessary to help a small business operator draw up the plans required for many of the important aspects of business. Five different kits are at present available: "Arranging Financing", "Forecasting and Cash Flow Budgeting", "Analyzing Financial Statements", "Evaluating the Purchase of a Small Business" and "Credit and Collection Tips".

Packaging of financing proposals is a service devised for larger projects. The bank's project development team will undertake an analysis of the client's existing or proposed business and, in conjunction with the company and its advisors, prepare a comprehensive report that will enable financial or governmental institutions to properly assess the client's application for funding. The team will structure the financial proposal according to the specific needs of the business and will develop a package that may include a variety of financing vehicles such as short-term loans, long-term loans, equity financing, government grants, or a combination of these. After having drawn up the proposal, FBDB can also act as an intermediary on behalf of the client to present the proposal to other financial institutions for consideration.

Strategic Planning is a service designed to help clients develop and better exploit their business potential. Through a series of planning sessions, involving the business management team who are led by FBDB's Strategic Planning Manager, it will examine internal business problems such as inadequate financial structure, low productivity, outdated technology, weak marketing techniques, stagnant sales growth and insufficient profitability.

The service also helps businesses to understand and solve business problems relating to external considerations such as its position in relation to the competition in meeting customer needs, its marketing mix, and major environmental and market factors and their effect on the business.

In addition to diagnosing the relevant internal and external considerations, FBDB will assist the

client in developing short and long-term goals, together with the strategies and action plans necessary to achieve those goals. The service also includes the documentation of the plan and a follow-up session to deal with implementation problems.

Fees are negotiated in advance, and depend on the size and complexity of the client's business.

Investment Banking Services

For clients requiring equity, FBDB is prepared to purchase shares in the business, or work with other financial institutions in the private sector to obtain the equity financing required.

FBDB's investment banking services are intended for companies having high growth potential but little access to the capital market. The bank's financial participation is intended to be temporary in nature but can last for a period of time sufficient to provide a durable benefit to the company and a return for the bank commensurate with the risk.

FBDB's prime goal in this field is to increase the amount of risk capital available to promising small and medium-sized businesses in Canada by using its own capital or, preferably, by serving as a catalyst to attract more equity financing from private financial institutions. In some cases, the bank will achieve this goal by full syndication to private sources of equity financing. In other cases, FBDB will underwrite a company's stock issue with the intention of allowing it to obtain as much equity as possible from the private sector. FBDB is also prepared to invest jointly with the private sector in promising enterprises.

When FBDB invests its own funds in a company, its policy is generally to remain a minority shareholder and to divest itself of its holdings as soon as feasible for both the company and the bank. This policy allows the bank to continually rechannel its investment capital into other promising firms.

Management Services

FBDB provides one of the most important sources of business counselling, training and information for small and medium-sized businesses in Canada.

Business Management Seminars

The FBDB seminar program consists of a variety of full and half-day seminars on topics such as bookkeeping, personnel, marketing, taxation and finance. 20 different business topics are covered by FBDB seminars at present.

A seminar is a group-learning situation aimed at owners or managers of small and medium-sized businesses as well as those wanting to start a business. Each seminar is based on case study -- typical business experience adapted for discussion purposes.

With the guidance of an experienced seminar leader, each case study is broken down and thoroughly discussed by the participants. This is accomplished through both general discussion and active participation in small groups. These activities are supported by clear and comprehensive printed materials and visual aids.

The group discussions are a crucial part of the seminar, as participation is one of the most valuable means of learning. Each seminar provides all participants with the opportunity to contribute their ideas.

FBDB has developed a self-evaluation tool, "Measure Your Knowledge", to allow participants to determine what they learned during the seminar. Also, through the free "after-seminar service", the seminar leader is available to answer any additional questions from participants. The leader will also follow up to ensure that participants have received maximum benefit from the seminar.

Counselling Assistance to Small Enterprises (CASE)

Through this program more than 1,500 successful retired business people assist firms in improving their methods of doing business. They provide counselling assistance in all areas of business management, including accounting, marketing, production and personnel.

Any type of business is eligible for CASE counselling services so long as it has no more than 75 employees. Being a borrower from FBDB is not a

requirement and counselling costs are moderate. The travel expenses of counsellors are paid by the bank to ensure that this service is available to businesses across the country at the same moderate cost.

Contact

Vern Hazlewood, Coordinator, CASE Program
426-2474

Joint Seminars

Joint seminars are special adaptations of FBDB's regular half- and full-day seminars on various topics ranging from general management and marketing to finance and personnel. These adaptations are generally done for associations or special groups requiring seminars to meet the specific need of their members.

Management Clinics

A management clinic is a unique, self-teaching program for business owners and those considering the big step to self-employment. It consists of two integral parts: a videocassette, which can be viewed at the branch, and a workbook, which can be completed at your office or home.

Minding Your Own Business (MYOB)

This is a pocketbook series that presents, in a straightforward, easy-to-read style, the important steps of running a successful business.

Owner/Manager Courses

These courses are designed and published by the FBDB (for distribution by provincial and territorial departments or ministries of education) especially for business people interested in improving their management skills. Courses follow the case-study method with participants applying what they have learned to a realistic business situation.

Owner/manager courses take a practical approach and cover all aspects of business, including general management, computers, advertising, bookkeeping,

personnel administration, financial management, marketing, manufacturing and retailing. One of the most popular courses is "How to Start a Small Business".

Owner/manager courses are published in a modular format and are usually offered by community colleges or similar educational facilities, in the evening, over a 10-week period.

Publications

FBDB also publishes **Profits**, a quarterly tabloid which includes a supplement entitled "Small Business News". This publication regularly features various FBDB services in addition to articles of current interest to the small and medium-sized business community.

There is no mailing list for **Profits** because it is automatically distributed to all businesses across Canada through Canada Post.

Small Business Information Services (SBIS)

All branches of the bank can provide business people with a wide range of free information on the many federal, provincial and municipal programs available.

The FBDB branch information officer will explain relevant government assistance programs to the enquirer. Often, reference material is available to provide more details on the various programs.

Aim

Aim (Automated Information for Management) is an information database maintained by the FBDB on an ongoing basis to meet the needs of small and medium-sized businesses. It contains information on federal, provincial and municipal government assistance programs for business, information sources and business opportunities. This information is stored in microcomputers located at each of the FBDB's branches, and is retrievable through state-of-the-art software developed by the Bank. The microcomputers

are interconnected with electronic communications throughout the FBDB's branches, regions and head office.

Business Information Centre (BIC)

BIC is the initial contact point within the FBDB for people seeking information concerning assistance to business. BIC will:

- discuss business people's particular requests with them and arrange appointments with appropriate information sources;
- follow up on requests to ensure the business people have received proper attention and service;
- develop and maintain an information bank on national, provincial and local activities affecting business; and
- have copies of information publications for distribution.

Contact

BIC, Federal Business Development Bank
Cogswell Tower, Suite 1400
Halifax, Nova Scotia
B3J 2Z7
426-7910 (local)
Zenith 0-3200 (from outside local dialling area)

For further information on any FBDB program or service, contact one of the following offices:

Federal Business Development Bank
Cogswell Tower, Suite 1400
P.O. Box 1656
Halifax, Nova Scotia
B3J 2Z7
426-7850

Federal Business Development Bank
48-50 Dorchester Street
P.O. Box 726
Sydney, Nova Scotia
B1P 6H7
564-7700

Federal Business Development Bank
802 Prince Street, Suite 202
P.O. Box 1378
Truro, Nova Scotia
B2N 5N2
895-6377

Federal Business Development Bank
448 King Street
P.O. Box 540
Bridgewater, Nova Scotia
B4V 2X6
543-7821

CHAPTER 4 GLOSSARY OF OTHER FEDERAL PROGRAMS AND SERVICES

EMPLOYMENT

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION (CEIC)

CEIC is concerned with the development and utilization of Canadian workers. The department provides employment and immigration services and administers the Unemployment Insurance Act.

Canada Employment Centres and Canada Immigration Centres deliver more than 50 commission programs and services to help employers find workers and workers find jobs. **Employment Centres** provide career counselling, consultative services, funding for term and ongoing employment, as well as affirmative action services to help find jobs for members of such groups as natives, blacks, women, youth and the disabled. **Immigration Centres** aid refugees as well as immigrants and foreign workers whose skills are needed locally.

Information: CEIC

Canada Employment counsellors provide employment services to both workers and employers. The department aims to develop job opportunities by providing counselling, training and mobility assistance.

Industrial Adjustment Service (IAS)

The Industrial Adjustment Service (IAS) helps employers and employees deal jointly with the human resource side of company planning to obtain maximum benefit and performance from company growth and expansion, new equipment or new work processes. Human resource problems such as high worker turnover, low productivity, worker recruitment and training can also be dealt with.

This service is open to individual firms and their employees, entire industry sectors or particular geographic areas anticipating changes that could disrupt employers and workers. Employers must sign IAS agreements with unions or staff associations. The service funds up to 50% of the committee's costs for research, planning and consultation.

Unemployment Insurance Program

The Canada Employment and Immigration Commission provides full information and advice to employers on their rights and obligations under the Unemployment Insurance Act.

Supplemental unemployment benefits are available to any employer. This service provides an extra level of support to employees when they are off work due to illness, pregnancy or a temporary shortage of work.

Premium reduction plans are available to employers with plans that meet the requirements of the CEIC.

Employers can reduce unemployment insurance premium rates through operating their own UI-approved wage-loss plans for illness or maternity.

Work Sharing Program

This program is meant to avert layoffs in firms facing short-term economic difficulties. Employers must be established enterprises in business for at least two years. Eligible businesses must be reducing production for short or indefinite periods or permanently laying off staff.

Employees work a shorter work week at regular wages for days on the job and they receive Unemployment Insurance for the days they are not working.

Employees and management must agree on and jointly sign work sharing agreements. Work sharing can be arranged if the reduction in working hours is at least 10% and no more than 60%. The maximum duration of agreements is 26 weeks with possible extensions of up to 12 weeks.

Contact

For information on any of the above programs, contact:

your local Canada Employment Centre

or

Canada Employment and Immigration Commission
Nova Scotia Regional Office
1888 Brunswick Street
P.O. Box 2463
Halifax, Nova Scotia
B3J 3E4
426-2988

ENERGY CONSERVATION PROGRAMS

ENERGY, MINES AND RESOURCES CANADA

Conservation and Renewable Energy Office (CREO)

The CREO is responsible for the various delivery aspects of a number of programs in Nova Scotia as well as initiatives in the areas of demonstrations and technology transfer. One of the objectives of the CREO is providing liaison with the industrial, commercial and institutional sectors and the public and regional offices of other institutional sectors and the public and regional offices of other federal departments. Initial contact regarding the programs listed below can be made through the Conservation and Renewable Energy Office.

Contact:

Energy, Mines and Resources Canada
5151 George St., Suite 503
Halifax, Nova Scotia
B3J 1M5
1-426-8600 (toll free in Nova Scotia)

Solar Commercial and Industrial Process Heat Demonstration Program (CIPH)

This program is designed to encourage the use of active solar energy in the commercial and industrial sectors by offering cost-sharing agreements to purchase and install active solar energy systems.

The amount of government assistance to the applicant is based upon the cost and performance of the system. The maximum contribution, which declines over time, is currently 50% of the total project costs or up to $90 per gigajoule of annual deliverable energy, whichever is less.

Industrial Energy Research and Development Program (IERD)

IERD provides funds to enable industry to develop new technologies in the field of energy conversion.

Up to 50% of the total estimated cost of an eligible project will be contributed. The sharing ratio will depend on the degree of technical risk, the magnitude of potential energy savings, and the degree to which the technology can be used by other companies.

Bioenergy Development Program (BEDP)

BEDP is designed to promote research, development and demonstration of new methods and technologies aimed at substituting biomass for non-renewable fuels and chemicals and to transfer, throughout Canada, biomass conversion information and technology.

Commercial Task Force Program

The Commercial Task Force Program is designed to encourage and stimulate prudent energy management in the various commercial sub-sectors by assisting in the setting of conservation targets and the preparation and distribution of audio/visual programs, publications, manuals and general information and technology.

National Conservation and Alternative Energy Initiative (NCAEI)

NCAEI provides for the co-ordination of complementary and joint federal/provincial activities in the areas of energy conservation and alternative energy. It concentrates on support for energy research and demonstration, technology transfer and the improvement of consumer awareness. It encourages the substitution of indigenous or alternative sources of energy for petroleum, where possible.

Sectors covered by the agreement include: existing housing, new housing, renewable energy, transportation and the industrial/commercial sector. Application to this program can be made through either Energy, Mines and Resources Canada or the Nova Scotia Department of Mines and Energy.

Solar Energy Development Program (SEDP)

SEDP is designed to promote the research and development of solar, wind, hydro and geothermal energy technologies by providing cost sharing for novel research and development projects up to 75% of

eligible costs. Special demonstrations in these categories may be eligible for assistance of up to 75% of eligible costs, as well.

Other components of this program are the Solar Domestic Hot Water Demonstration Sub-program and the Solar Commercial/Industrial Process Heat Sub-program.

EXPORTING

CANADIAN COMMERCIAL CORPORATION (CCC)

This federally owned corporation assists in the development of trade between Canada and other countries, chiefly through government-to-government contracts.

In response to requests from Canadian suppliers and foreign governments or international agencies, CCC purchases goods and services from Canadian sources and sells them to customers abroad through back-to-back contracts. This facilitates export procedures for smaller companies.

Contact

Canadian Commercial Corporation
112 Kent Street
17th Floor
Ottawa, Ontario
K1A 1E9
613-996-0034

or

Department of Regional Industrial Expansion (DRIE)
Nova Scotia Regional Office
Trade Division
426-7540

CANADIAN INTERNATIONAL DEVELOPMENT AGENCY (CIDA)

Through its Industrial Cooperation Program, CIDA promotes the involvement of the Canadian private sector in the industrial development of developing countries.

For Canadian companies wishing to investigate industrial cooperation opportunities in developing countries, assistance is available for travel, profitability and risk analyses, product technology testing related to technology transfer, pre-feasibility or project-definition studies of capital projects and technical assistance. Preference is given to small and medium-sized companies.

Depending on the type of project being pursued, the support ranges from $15,000 to $350,000.

Contact

Industrial Cooperation Division (CIDA)
200 Promenade du Portage
Hull, Quebec
K1A 0G4
(819) 997-5006

or

Department of Regional Industrial Expansion (DRIE)
Nova Scotia Regional Office
Trade Division
426-7540

TIR CARNET SYSTEM

A TIR carnet eliminates the necessity of regular customs inspection and resealing of loads in each of the member countries through which the container or vehicle passes en route to its destination. In addition, the carnet incorporates an international financial guarantee for the payment of duties, taxes, other charges and penalties to a maximum of $50,000, which removes the necessity of posting performance bonds with the various customs administrations encountered during the journey.

TIR carnets are generally sold and administered by the Chamber of Commerce in each of the contracting countries.

Contact

W. G. Browne
Canadian Chamber of Commerce
1080 Beaver Hall Hill
Montreal, Quebec
H2Z 1T2
(514) 866-4334

DEPARTMENT OF EXTERNAL AFFAIRS

Cost of Recoverable Technical Assistance Program (CRTA)

Public sector expertise is provided to foreign countries, on a government-to-government basis, and to Canadian companies, particularly those involved in the export marketing of capital projects. Firms bidding on projects can benefit substantially and improve their chances of success with the help of Canadian government experts. CRTA also arranges training of personnel from customer countries to enable them to acquire specialized or professional knowledge.

International Trade Development Branch

Various bureaus within this branch are focal points for industrial export activities and provide information about major projects abroad. They work closely with Department of Regional Industrial Expansion (DRIE) industry sector branches, firms and associations to match Canadian industrial capabilities with export opportunities. They also work closely with Canadian ports abroad. The bureaus monitor and analyze export opportunities and issues in world markets related to agriculture, fish and food products, grains, defence products, resource and manufacturing industries, high technology and services. The bureaus also provide business people with directives, information and assistance concerning international trade, including export financing and export permits and controls.

Trade Commissioners Abroad

External Affairs commercial representatives abroad -- "trade commissioners" -- provide a most useful link between foreign buyers and Canadian exporters.

Services to exporters include the following:

- identification of export opportunities;
- assessment of market competition;
- introduction to foreign business people and government officials;
- screening and recommending of agents and outlets;
- advice on terms of payment, claims assistance and after-sales service;
- assistance with tariff problems or difficulties with foreign import restrictions, including advice on labelling and marking regulations; and
- market studies for publication.

Trade commissioners also advise and assist Canadian companies seeking foreign joint-venture and licensing opportunities and encourage foreign companies to make investments in Canada that contribute to Canadian technology, productivity and employment.

Contact

The Regional Offices of the Department of Regional Industrial Expansion act as the principal contact for industry issues as they relate to international trade and export marketing opportunities.

Individual firms should therefore direct their enquiries to the nearest regional office of DRIE.

DRIE, Nova Scotia Regional Office
P.O. Box 740, Station M
1496 Lower Water Street
Halifax, Nova Scotia
B3J 2V9
426-7540

REVENUE CANADA

Drawbacks Programs

The Government of Canada offers incentives to Canadian business people through legislated drawback programs. These programs provide for the return of customs duty and taxes paid on certain products whose final use or disposition meet the requirements of the legislation.

Broadly speaking, there are two types of drawbacks: Export Drawback and Home Consumption Drawback. Export Drawback is the return of duty and/or taxes paid on imported goods which are subsequently either exported or used or directly consumed in, wrought into, or attached to Canadian produced goods exported. Home Consumption Drawback is the return of duty paid on specified imported goods used in Canada for certain purposes.

In 1979 these programs were expanded by the passage of the Inward Processing Remission Order, which provides for, under certain conditions, the remission of customs duty at the time of importation on goods which will be processed in Canada for export. This allows the importer to free up capital for other purposes.

These programs, which amounted to approximately $10 million in the Atlantic Provinces during the fiscal year 1983/84, were developed to help Canadian industry to help themselves and to become viable entities on the world market. By making industry strong, the Canadian economy will be strengthened and a stronger economy will show its effects by lessening unemployment and increasing the value of the Canadian dollar.

Contact

Paul D. Reed
Chief, Drawbacks
Revenue Canada-Customs & Excise
Customs Drawbacks Section
6169 Quinpool Road, Room 209
P.O. Box 3080
Halifax South Postal Station
Halifax, Nova Scotia
B3J 3G6
(902) 426-6254
Telex 019-22727

FINANCING

AGRICULTURE CANADA

Farm Credit Corporation

The corporation provides long-term mortgage credit to assist farmers, and those wishing to become farmers, in purchasing, developing and maintaining viable farm businesses.

Loans are available to individual farmers, corporations or cooperative farm associations for: purchasing farm land; making permanent improvements; purchasing breeding stock and farm equipment; debt consolidation; or any purpose that will facilitate the efficient operation of the farm.

Applicants must be of legal age, with Canadian citizenship or permanent residency. Repayment ability and need for the loan must be demonstrated.

Contact

Your regional Farm Credit Corporation office. Ask for the credit advisor serving your area.

Farm Improvement Loans

These loans encourage chartered banks, Alberta Treasury branches, or other designated lenders such as credit unions, caisses populaires and trust companies, to provide short and intermediate term credit to Canadian farm operators.

Loans are made for purchase of agricultural implements, purchase of livestock, repairs to farm buildings, additional land purchases and other projects for farm improvement and development, to full-time Canadian farm operators in possession of a farm.

Contact

R.F. Temple
Farm Improvement Loans Administration
Agriculture Canada
Sir John Carling Building
Ottawa, Ontario
K1A 0C5
(613) 995-9554

FISHERIES AND OCEANS

Fisheries Improvement Loans

These loans facilitate the availability of credit to fishermen for a variety of fisheries improvement projects.

Loans are available to a person who owns or plans to obtain a fishing vessel, or fish-catching and related equipment, and makes his or her living by fishing.

Loans can be used for:

- 90% of the cost of purchase or construction of a fishing vessel;
- 75% of the cost of purchase or construction of fishing equipment;
- repair of a vessel (where costs exceed $400);
- purchase or construction of shore installations (piers, wharves, etc.) and equipment used with them; or
- installation of a water system or movement of a shore installation from one site to another.

Contact

Fisheries Improvement Loans Administration
Fisheries and Oceans
200 Kent Street
Ottawa, Ontario
K1A 0E6
(613)993-0982

GENERAL INFORMATION

Small Business Office (SBO)

The SBO offers the "Hotline" telephone services which provide small entrepreneurs with advice, guidance and information on federal and outside programs and services. This help is also available for such matters as the procedures involved in establishing a small business and records retention.

The SBO also handles complaints and queries received from the small business community involving paper burden, red tape and the application of regulations.

In addition, the SBO staff disseminates publications outlining programs designed for small businesses, including the document Establishing a Small Business which, as the name implies, is offered as a guide on how to start a business.

Businesses anywhere in Canada can obtain such assistance by calling collect at (613)995-9197 or writing to:

Small Business Office
Department of Regional Industrial Expansion
235 Queen Street
Ottawa, Ontario
K1A 0H5

Statistics Canada

Statistics Canada provides a vast array of data and analysis that can help in most business decisions. In addition, its Advisory Services staff in centres across Canada offer statistical consultative services and business-oriented seminars. Topics include manufacturing and primary industries; all important aspects of Canada's labour force; productivity; prices; census demographic profiles; external and internal trade; commerce, construction and finance; and transportation, communications and utilities.

Data is published weekly, monthly, quarterly or annually in formats to suit both large and small businesses. These include publications, microfiche, microfilm, computer tape and access to CANSIM (Statistics Canada's online data base).

Contact

Statistics Canada
1256 Barrington Street, 3rd Floor
Halifax, Nova Scotia
B3J 1Y6
426-3110 (operations)
426-5331 (statistics information)
1-800-565-7192 (toll-free number in the Maritimes)

INDUSTRY DEVELOPMENT SUPPORT

FISHERIES AND OCEANS

Fishing Vessels Insurance Plan

This plan was developed to give fishermen adequate protection for their vessels and their livelihood. It covers situations where vessel insurance was not available or available only at prohibitive rates.

Anyone having an insurable interest in a Canadian fishing vessel is eligible. The plan is primarily directed to inshore fishermen, since larger vessel owners may have more ready access to the commercial marine insurance market.

The plan will protect fishermen against total or partial loss caused by marine perils, fire, theft and collision liability. Payouts for total loss is generally 100% of the insured value. Payouts for partial loss cover the cost of repairs, less the deductible (usually 5% of the insured value).

Contact

Fisheries and Oceans
P.O. Box 550
1649 Hollis Street
Halifax, Nova Scotia
B3J 2S7
426-2373

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION (DRIE)

Native Economic Development Program

This business-oriented program assists all Inuit, Metis, Status and Non-Status Indians in Canada. A fund of $345 million was established in January 1984 for a four-year period. Officials work with other federal departments in order to maximize the impact of programs available in support of Native economic development opportunities.

The program is administered by DRIE, but the Native Economic Advisory Board develops the program criteria.

Contact

Native Economic Development Program
330 Portage Avenue, Suite 1103
Winnipeg, Manitoba
R3C 0C4
(204)949-7316

INNOVATION, RESEARCH AND PRODUCT DEVELOPMENT

CANADA MORTGAGE AND HOUSING CORPORATION (CMHC)

Housing Technology Incentive Program

The program offers grants of up to $15,000 to encourage technical innovation in housing. Individuals or companies with practical ideas in areas such as energy conservation, housing rehabilitation and innovations to housing for the disabled are eligible.

Contact

Frank Pelley
Project Implementation Division
682 Montreal Road
Ottawa, Ontario
K1A 0P7
(613)748-2000

CANADIAN PATENTS AND DEVELOPMENTS LIMITED (CPDL)

CPDL is a Crown Corporation set up to get technology out of the laboratory and into the market. Inventions emanating from government departments, universities and public research institutions are commercially exploited through licensing arrangements; marketability studies are performed and recommendations for further developments are made.

Contact

The Canada Patents and Development Ltd.
275 Slater Street
Ottawa, Ontario
K1A 0R3
(613)996-5530

DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS

Canadian Patent Office

Administered by Consumer and Corporate Affairs Canada, the Patent Office is responsible for granting patents under the Patent Act. Its aim is the acquisition and dissemination of technological information and the encouragement of the creation, adaptation and exploitation of inventions.

Contact

Commissioner of Patents
Place du Portage, Phase 1
50 Victoria Street
Hull, Quebec
K1A 0E1
(819)997-1936

Trade Marks Office

The Trade Marks Office determines those trade marks that are entitled to exclusive use by owners and maintains the trade marks register and other associated records consistant with public interest. Registration under the Trade Marks Act is 15 years.

Written enquiries about trade marks should be addressed to:

Registrar of Trade Marks
Place du Portage, Phase I
50 Victoria Street
Hull, Quebec
K1A 0C9
(819)997-1420

Enquiries can also be sent to:

Department of Consumer and Corporate Affairs
45 Alderney Drive, 17th Floor
Dartmouth, Nova Scotia
B2I 2N6
426-6080

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION (DRIE)

Defence Industry Productivity Program (DIPP)

The objective of DIPP is to develop and maintain strong defence-related industries, capable of competing successfully over the long term in domestic and export markets. This objective includes the development and maintenance of a defence-related production capability and of an advanced defence-related technology capability.

Four types of assistance are available under DIPP. Contributions are provided towards the eligible costs of the following types of projects carried out in Canada:

- research and development
- source establishment
- capital assistance
- market feasibility

Any corporation, institution, cooperative, association, partnership or individual wishing to undertake, in Canada, a project related to the development, manufacture or support of defence-related products may apply for DIPP contributions.

Contact

DRIE, Nova Scotia Regional Office
P.O. Box 940, Station M
1496 Lower Water Street
Halifax, Nova Scotia
B3J 2V9
426-2018

ENERGY, MINES AND RESOURCES CANADA (EMR)

Energy Management and Technology Transfer Program (EM & TT)

This program, which offers technical seminars, is designed to assist industry, commercial organizations and institutions to reduce energy consumption by increasing their general awareness and technical knowledge of energy management practices, energy conservation technologies, and the potential for attainable achievements.

Industrial Energy Conservation Task Force Program

The core of the program consists of 16 Voluntary Industrial Energy Conservation Task Forces operating under an organization known as the Canadian Industrial Program for Energy Conservation (CIPEC).

This program is designed to assist industry in identifying energy savings opportunities and assist in the undertaking of corrective measures to reduce energy costs.

Contact

Energy, Mines and Resources Canada
5151 George Street, Suite 503
Bank of Montreal Tower
Halifax, Nova Scotia
B3J 1M5
426-8600

NATIONAL RESEARCH COUNCIL (NRC)

The National Research Council of Canada is the federal government's largest and most diversified research organization. Its job is to develop and maintain a knowledge base for Canada's present and future needs and to apply science and technology to the economic and regional development of the country.

The responsibilities of the NRC include operating 16 research divisions, running major national facilities for science and engineering, managing industrial development programs and providing a national network for technology transfer.

Industrial Research Assistance Program (IRAP)

The Industrial Research Assistance Program (IRAP) of the National Research Council (NRC) is a federal government program established to further the economic development of Canada through encouragement of Research and Development and increased utilization of science and technology.

Through IRAP, the scientific, technical and Research and Development management resources of NRC and other research organizations of the federal government are able to assist industry to increase the calibre and range of industrial research and development across Canada and to foster the use of available technology.

To complement and enhance federal government resources and to permit effective Canada-wide delivery of IRAP services, arrangements have been made with various provincial research organizations. Under these arrangements, staff members of the participating provincial research organizations provide IRAP services in conjunction with NRC field staff. Other arrangements with research institutes and the Association of Consulting Engineers of Canada serve to broaden the base of technical knowledge through IRAP.

Complementing the work of this IRAP Field Network, the IRAP Laboratory Network is responsible for promoting and effecting the transfer of technology from laboratories to industry.

Program Elements

The elements of IRAP summarized below aid company development by addressing a firm's technological needs tnrough various forms and levels of assistance.

Field Service

- for advice, guidance and assistance on industrial technology;

- acquisition of foreign technology; and

- creation of new technology, and advice and assistance in locating existing technology.

IRAP-H

- for tackling industrial problems through short-term support of undergraduates working with the firm.

IRAP-L

- for assisting short-term studies or tests contracted out to qualified organizations.

IRAP-M

- for assisting small Research and Development projects through support of the salaries of researchers.

IRAP (Laboratory Network)

- for assisting longer term, higher risk major projects involving technology transfer through support of the salaries of researchers.

Contact

For information on any of the above NRC programs, contact:

Fraser A. Sutherland
Provincial Coordinator
Industrial Development Office
National Research Council of Canada
c/o Nova Scotia Research Foundation Corporation
100 Fenwick Street
P.O. Box 790
Dartmouth, Nova Scotia
B2Y 3Z7

(902)426-3138

MARKETING/PRICE STABILIZATION

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION (DRIE)

Market Development Branch

The Market Development Branch is the focal point in DRIE for domestic market development policy, and for a number of specific services designed to help businesses increase sales and productivity, locate new markets, and assess new production opportunities. These services include the Business Opportunites Sourcing System (BOSS), import analysis and related market information services, the Interfirm Comparison Program, and the Canada Awards for Excellence.

Business Opportunities Sourcing System (BOSS)

BOSS is an authoritative data base on Canadian companies, their products and the markets they serve. BOSS:

- provides buyers seeking particular products with supplier names;
- allows suppliers to identify users of their products to find supply opportunities;
- can be used to locate representation for trade missions and trade fairs both in Canada and abroad;
- is updated every three months;
- requires no charge to have a firm listed; and
- is available free to users unless the enquiry is large, whereupon a minimal charge is levied.

Canada Awards for Excellence

These recognize and promote significant achievements by Canadian businesses and individuals in eight categories. They also honour the achievements of young Canadian students in the fields of science and design.

Contact

DRIE, Nova Scotia Regional Office
P.O. Box 940, Station M
1496 Lower Water Street
Halifax, Nova Scotia
B3J 2V9
426-2018

FISHERIES AND OCEANS

Fisheries Prices Support Board

The Fisheries Prices Support Board protects fishermen against sharp declines in prices and consequent loss of income due to causes beyond their control.

The board establishes purchase prices of fishery products and determines the rate at which deficiency payments are to be made to producers endeavouring to secure a fair relationship between the returns from fisheries and those from other occupations.

The board acts as a procurement agency for the supply of fishery products required by the Canadian International Development Agency for food-aid and development programs.

Contact

Dr. John Levert
200 Kent Street
13th Floor, Station 1350
Ottawa, Ontario
K1A 0E6
(613)993-2029

SELLING TO THE CANADIAN GOVERNMENT

SUPPLY AND SERVICES CANADA

Government Procurement Policies

Supply and Services Canada provides goods and services to other federal departments and agencies. Goods and services are obtained through a competitive tendering process, and all Canadian-based companies are eligible to bid. To ensure a balanced distribution across Canada, bids for a contract are limited to the region where they are required, provided there is sufficient competition in the area.

Source Listings

Companies wishing to be considered as suppliers are registered on a source list according to their particular competence in supplying the required commodity.

Contact

Corporate Relations
Supply and Services Canada
Atlantic Region Supply Centre
2 Morris Drive
Burnside Industrial Park
Dartmouth, Nova Scotia
B3B 1S6
426-8791

Atlantic Opportunities Program

The Atlantic Opportunities Program (AOP) introduces new federal approaches to assist economic development in Atlantic Canada. It complements Cabinet decisions designed to promote long-term job creation and industrial stability and growth.

In the context of using procurement as a tool for regional development, the AOP expects to bring the value of federal government contracting in the region up to $2.2 billion over the four years ending 1989-90. This is $600 million more than would ordinarily accrue as a result of current levels of purchasing.

Under the auspices of AOP, government procurement will be used to develop the economy of the Atlantic Region through:

- identification of sourcing opportunities;
- promotion of Supply and Services Canada Unsolicited Proposals Program;
- procurement outlook conferences;
- fostering of regional pride and entrepreneurship;
- identifying and limiting "leakage" via sub-suppliers;
- encouraging the establishment of assured supplier capabilities; and
- increasing requisitioning authority for federal officials located in the region.

The regional contact for the Atlantic Opportunities Program is:

Paul Knarr
Senior Program Advisor
Atlantic Region Directorate
Supply and Services Canada
P.O. Box 2252
Halifax, Nova Scotia
B3J 3C8

426-9926

TAX MEASURES

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION (DRIE)

Special Investment Tax Credit Program

This program promotes industrial development in those parts of Canada most adversely affected by economic disparities. The project can be a new facility, an expansion, or a modernization, and there is no maximum or minimum project size. Applicable depreciable assets include buildings, machinery, equipment and certain mobile assets.

Effective January 1, 1987, the program provides an investment tax credit of 40% applicable to the eligible capital costs of assets.

The maximum tax credit that may be used in one year is the lesser of the tax credit or the federal taxes payable. In the year of acquisition, if the taxpayer has no federal income taxes, it will receive a refund of 40% of the investment tax credit if it is a Canadian Controlled Private Corporation (CCPC) or it will receive a 20% refund if it is not a CCPC.

The tax credit can be carried back three years and forward seven years. The credit is claimed when filing your tax return. In Nova Scotia, it applies to taxpayers locating in Cape Breton and Guysborough County. In Cape Breton, the special Cape Breton Investment Tax Credit is at the rate of 60% and covers a wider range of eligible business activities.

Contact

DRIE, Nova Scotia Regional Office
P.O. Box 940, Station M
1496 Lower Water Street
Halifax, Nova Scotia
B3J 2V9
(902)426-2018

ENERGY, MINES AND RESOURCES (EMR)

Accelerated Capital Cost Allowance (ACCA)

ACCA - Class 34 provides a fast, three year, tax write-off against corporate income for a range of conservation and renewable energy equipment.

Contact

Energy, Mines and Resources
Bank of Montreal Tower, 5th Floor
5151 George Street
Halifax, Nova Scotia
B3J 1M5
(902)426-8600

REVENUE CANADA

Business Investment Tax Credit

Corporations and individuals investing in "qualified" property are eligible. Credits also apply to research and development; and higher credits apply to investment in designated regions.

Credit varying from 7% to 20% (Nova Scotia is 20%) is available as a direct reduction from federal tax payable. Refundable Business Investment Tax Credit is available at 40% of Business Investment Tax Credit for individuals and corporations eligible for Small Business Deduction, and at 20% for corporations not eligible for Small Business Deduction.

Companies locating in Cape Breton and that part of the Province of Nova Scotia within the boundary described in the Income Tax Act may be eligible for a 50% tax credit on investments made prior to 1987 in qualifying new plants and equipment. This credit reduces the cost of most new buildings, machinery and equipment used in manufacturing and processing for capital costs purposes. A 7% credit applies to expenditures on investment in transportation equipment. Any unused credits may be carried forward for seven years and back for three years.

Approved Project Property in Cape Breton and that portion of the Province of Nova Scotia within the boundary described in the Income Tax Act is eligible for 60% rate where:

a) Capital cost is not less than $50,000 for projects approved after May 23, 1985 and not less than $25,000 for projects approved after February 25, 1986.

b) Approval by the Minister of Regional and Industrial Expansion for the "project" must be obtained before July, 1988.

c) re. prescribed buildings, machinery and equipment acquired after May 23, 1985 and before 1993.

d) Fishing is not eligible for Approval Project Property.

Farmers and Small Business Bond Program (FSBB)

This program is a tax incentive to assist financially troubled small businesses.

FSBBs are loans to farms unable to meet debt payments. Borrowing costs can be reduced by up to 50%. Loans must be for $10,000 minimum and $500,000 maximum. More than one FSBB can be issued provided the aggregate bonds do not exceed the maximum.

Small business corporations and unincorporated business, farmers and fishermen in financial difficulty may qualify. Businesses must be active Canadian estblishments.

NOTE: The Farmers and Small Business Bond Program is based on the criteria concerning businesses in financial difficulty of the former Small Business Development Bond (SBDB).

Scientific Research and Development Measures

Scientific Research and Development Measures allows write-offs of current and capital expenditures in Canada for research and development. Under the present income tax system, 100% of such expenditures, whether current or capital, can be written off in the year they are made.

Scientific Research and Development expenditures may also be eligible for Business Investment Tax Credit.

Small Business Deduction (SBD)

Small Business Deductions provides additional funds for small business expansion. For qualifying Canadian-controlled private corporations, the Small Business Deduction reduces the federal tax rate from 36% to 15% on eligible amounts of active business income (as defined in the Income Tax Act) earned in Canada.

Eligible corporations can claim SBD on first $200,000 of Active Business Income.

The $200,000 must be allocated where associated corporations are involved.

Tax Reduction on Manufacturing and Processing Profits

This program allows tax reduction on profits from corporate manufacturing and processing in Canada, and a special provision for small businesses. This provision reduces the combined federal and provincial corporate tax rate on Canadian manufacturing and processing profits, from the general rate of 46% to 40%. For small businesses, the rate is reduced from the basic small business rate of 25% to 20% of manufacturing profits.

Contact

For information on any of the above programs, contact:

Revenue Canada -- Taxation
1557 Hollis Street
P.O. Box 638
Halifax, Nova Scotia
B3J 2T5
(902)426-2424

FISHERIES AND OCEANS

Marina Policy Assistance

The Marina Policy Assistance is administered through the Small Craft Harbours Program to encourage the development of public facilities for recreational boaters, particularly those that might be classed as tourist facilities. Specified assistance may be granted to anyone who will provide new shoreward facilities for the boating public.

There are no cash grants available to developers. Basic protection and economical design of breakwaters is required. The Department of Public Works will build breakwaters and/or perform initial dredging in the harbour public areas, provided the developer will establish onshore facilities of equal dollar value. These onshore facilities may include wharves, launching ramps, road, fuel, fresh water, electricity and telephone service, living and eating accommodations, boat repair shops, etc.

The cost of improvements that provide a service to the boating public, such as clearing an area for dry berthing, or grading or paving an approach road, may be included. Purchase of land is not included.

Tourist Wharf Program

This program is administered through the Small Craft Harbours Program to provide assistance to Canadian businesses for the construction of wharves and/or launching ramps as an initial and one time capital expenditure in an area which has tourism potential or in which tourism is an established industry. Wharves and launching ramps must serve the tourist industry. Maintenance includes maintaining the structures in their original dimensions only. The expenditure that may be made in any one place (for a wharf, a launching ramp, or the two combined) is reviewed on a case-by-case basis. The amount could exceed $15,000.

Contact

Fisheries and Oceans
Small Craft Harbours Branch
Scotia-Fundy Region
P.O. Box 550
Halifax, Nova Scotia
B3J 2S7
426-8120

Tourism Subsidiary Agreement

The purpose of this program is to strengthen the international competitiveness of Nova Scotia's tourism industry. Emphasis is placed on the realization of opportunities which stimulate private sector investment. The program has three elements: studies and infrastructure, destination and product incentives, and market development.

Contact

Nova Scotia Department of Tourism
424-5000 (ext. 156)

or

DRIE 426-6790 (Halifax)
564-7007 (Cape Breton)

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION (DRIE)

Rendez-vous Canada

This program is designed to increase the number of Canadian tour products available in international and North American markets. It brings together providers of the Canadian tourism product with prospective international buyers.

Tourcan

This program has similar objectives to Rendez-vous Canada but is aimed at the domestic market.

Tourism Research and Data Centre

This computerized input, storage and retrieval system of Tourism Canada makes available a large volume of tourism reference material in the form of reports, research studies and related publications.

Contact

DRIE, Nova Scotia Regional Office
Tourism Branch
P.O. Box 940, Station M
1496 Lower Water Street
Halifax, Nova Scotia
B3J 2V9
426-6790

CHAPTER 5 TRANSPORTATION-RELATED AGENCIES AND SERVICES

ATLANTIC PROVINCES TRANSPORTATION COMMISSION (APTC)

The Atlantic Provinces Transportation Commission is an advisory body which aims to obtain for persons and industries in the Atlantic provinces the best transportation service possible at a cost which will permit these provinces to compete in markets located in Canada and around the world. The activities of the APTC relate to all forms of transportation: rail, air, water and highway.

APTC is financially supported by the governments of the four Atlantic provinces. It is affiliated with the Atlantic Chamber of Commerce.

Functions of APTC

Educational services

APTC provides educational services to the public through transportation seminars and courses.

Service to shippers, receivers, carriers and non-government agencies of the Atlantic provinces

The Atlantic Provinces Transportation Commission:

- maintains suitable files of transportation tariffs and other publications to provide shippers, receivers and non-government agencies with data and expertise on rates and charges by all modes of transport;
- circulates information on transportation matters, including rates, service and policy changes;
- negotiates with, or makes representations to, carriers on their agencies on behalf of transportation users to obtain the best possible rates and services;
- assists shippers, receivers and non-government agencies or groups with advice on transportation or distribution matters, including the preparation of briefs and submissions; and

- assists carriers where such assistance is consistent with the overall objective of the APTC.

Service to provincial governments:

The Atlantic Provinces Transportation Commission:

- provides the departments responsible for transportation in each provincial government with advice and assistance in the formulation of transportation policy;

- represents, upon request, the government's or other interests in federal regulatory hearings or inquiries;

- makes submissions, upon request, on behalf of the provincial governments to regulatory bodies and fact-finding commissions; and

- convenes conferences of interested parties on specific transportation matters.

Technical advice and assistance to provincial governments:

APTC provides industrial development departments or their agencies with information on transportation services and rates, including information on the competitive position of an Atlantic provinces location in relation to actual or potential locations elsewhere. This service may also include negotiations with the carriers for satisfactory rates and charges.

Publications

Directory of Ocean Containership Services between Halifax and Saint John and world ports: This directory is issued to inform companies in the Atlantic provinces that the region has regular reliable year-round steamship service to many world ports. Copies are distributed to those who may use Atlantic ports.

"Rate Advices": These form letters are issued advising shippers and receivers of rate changes directly or indirectly of interest to them, that the

Commission notes in supplementary tariff material received daily. More than 12,000 rate advices are issued annually.

Tips and Topics: This monthly newsletter is sent to over 3,000 companies, individuals, carriers, news media and government members and officials situated principally in the Atlantic provinces.

Transportation Directory: This publication contains information on trucking, pool cars, railways, railway piggyback, sufferance warehouses, ferry and coastal steamships, local air carriers, highway overhead clearances, and other useful information to assist companies in making the best use of available transportation services. There is a charge for this directory.

Contact

Atlantic Provinces Transportation Commission
P.O. Box 577
Moncton, New Brunswick
E1C 8L9
(506)857-2820
Telex: 014-2842

FREIGHT AUDIT SERVICE (FAS)

The Freight Audit Service is a non-profit organization established to examine and audit freight bills to ensure that shippers and receivers of freight have not overpaid their freight services. FAS also analyses freight bills, searching for opportunities for freight cost reductions and makes appropriate recommendations to its clients. Experience shows that virtually every firm can save money on freight costs.

Funding

FAS receives its basic funding from the governments of the three Maritime provinces. The remaining funding is derived from monies recovered by the FAS which are billed to the client at 50% for the first $5,000 and 40% on any amount over $5,000 of the recoverable overcharges. FAS sends invoices only if and when money is recovered from the carriers; if there are no overcharges,then there is no charge for their services.

FAS shares office space in Moncton with the Atlantic Provinces Transportation Commission and has access to the APTC library and expertise.

Contact

Freight Audit Service
236 St. George Street, Suite 205
Moncton, New Brunswick
E1C 1W1
(506)857-4059 and 857-4804
Telex: 014-2842

PHYSICAL DISTRIBUTION ADVISORY SERVICE (PDAS)

Physical distribution (PD) encompasses business functions such as transportation, inventory management, warehousing and customer service.

The main purpose of the PDAS is to reduce economic disparity in the Atlantic region by:

- lending assistance and expertise to industry/individual companies within the Atlantic region on problems relating to physical distribution;

- increasing the level of awareness and the importance of the PD function in the Atlantic provinces through one- and two-day seminars staged throughout the region, and through specific talks given to business and service organizations such as Boards of Trade and Chambers of Commerce; and

- assessing and (if viable) promoting PD proposals that will benefit a group of industries and/or a specific geographic region within the Atlantic provinces.

Type of Assistance

The services of PDAS are provided to the client at a nominal per diem rate.

When a client is interested in the services of the PDAS, an initial meeting is held to determine the nature of the client's business and ascertain if the PDAS would be beneficial to their operation. Once it has been established that the PDAS could be of

assistance, the PDAS develops a "Proposal for a Physical Distribution Analysis". This proposal describes the scope and objectives of the proposed study and itemizes the expected results and costs.

A study can be for one segment of the operation or can include a total analysis of all PD functions. After a study is completed, an in-depth report describing each PD activity as it relates to the system, along with recommendations, will be presented to the firm's management.

Contact

Physical Distribution Advisory Service
236 St. George Street, Suite 315
Moncton, New Brunswick
E1C 1W1
(506)857-4160

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